



The Lee County Arts Council Guidelines for Grassroots Arts Program & ARPA Subgrants

Since 1977, the North Carolina Arts Council's Grassroots Arts Program has provided North Carolina citizens access to quality arts experiences. The program distributes funds for the arts in all 100 counties of the state primarily through partnerships with local arts councils. The Lee County Arts Council (LCAC) serves as the N.C. Arts Council's partner in awarding subgrants to local organizations for arts programs in Lee County.

In November of 2021, the North Carolina General Assembly passed a comprehensive state budget that included an additional \$10 million in funding for the Grassroots Arts Program (GAP). The source of the additional funds was money received from the American Recovery Act Plan (ARPA). The \$10 million will be made available over two fiscal years: FY 2022-2023 and FY 2023-2024.

Eligibility for Application

- All organizations must have been in operation for at least one year. While nonprofit 501(c)(3) status is preferred, organizations that are nonprofit in nature may also apply.
- All organizations must reside and carry out projects within Lee County.
- Individuals are not eligible to apply for Grassroots Arts funds.
- Applications and support materials must be completed and received by the due date.
- All projects must take place between July 1, 2023 and June 30, 2024.
- Grant amounts typically range from \$500 and up.

Timeline

- Monday, July 10, 2023: Application Period opens.
- Friday, August 25, 2023: Applications Period closes.
- Fall, 2023: Applicants will be notified.
- All projects must take place between July 1, 2023, and June 30, 2024.

Information Sessions

The Lee County Arts Council will host a Grassroots/ARPA Program Grant information session via Google Meeting to assist interested applicants. Sessions will be held on Thursday, July 27, 2023 – 6:00 p.m.

Register online at <https://www.leecountyartscouncil.org/grants> or email leecountyarts@gmail.com with your name and email address. After registering, you will receive a confirmation email containing information about joining the meeting.

Grant Applications

Grant applications are available at <https://www.leecountyartscouncil.org/grants>. Submit a digital copy of the application and all attachments to leecountyarts@gmail.com by 5:00 p.m. on Friday, August 25, 2023 with the subject line **GAP 2023-24** or **ARPA GAP 2023-24**, depending on which grant you are applying for. Most organizations may apply for both; send via separate emails.

What the Grassroots Arts Program will Fund

Grassroots Arts Program funds may be used for expenditures to conduct quality arts programs or operate an arts organization. Typical uses of Grassroots money include:

- Program expenses such as professional artists' fees and travel, space rental, advertising, marketing and publicity, website and electronic media, scripts, costumes, sets, props, music, and equipment rental. Program-related requests have a suggested range of \$500 to \$3000.
- Operating expenses for qualified arts organizations not already receiving operating support from the N.C. Arts Council or the N.C. Department of Natural and Cultural Resources can include salaries, telephone, office supplies, printing, postage, rent, utilities, insurance, and equipment rental. Organizations must have an arts-based mission to request operating funds. Operating requests have a suggested range of \$1000 to \$5,000.

Amended Guidelines for 2023-24

The North Carolina Arts Council, in partnership with the Lee County Arts Council, suggests the following priorities when requesting Grassroots/ARPA funds.

- Build sustainability of the arts ecosystem beyond projects, investing in operations, and staff.
- Develop new relationships with arts organizations that have not been previously engaged.
- Invest in capacity building (strategic planning, board training, etc.).

To facilitate capacity building within the arts sector, the North Carolina Arts Council is making several temporary amendments to the Grassroots Arts Program guidelines for FY 2023-2024. The amendments apply to the entire GAP allotment, both state money and federal ARPA money. The standard GAP guidelines found in these Guidelines will apply in all circumstances expect for the following changes:

- Grassroots funds may be used to support quality arts programs that the Lee County Arts Council conducts or for local programs funded through subgrants to other arts organizations, even if the organization receives operating support from the North Carolina Arts Council.
- To ensure that Grassroots Arts Programs reflect the racial and ethnic diversity of our state, the Arts Council is required to spend a percentage of its allotment on programming that reflects African American, Asian American, Latino and Native American cultures. The requirement can be met in the following ways:
 - Hiring artists, teaching artists, or ensembles of color to conduct arts programs.
 - Awarding subgrants to African American, Asian American, Latino, or Native American organizations. The organization does not have to be an arts organization, but the funds must be used for arts programming.
 - Awarding subgrants to other organizations to hire artists or ensembles of color to conduct

arts programs.

- Awarding subgrants to African American, Asian American, Latino, or Native American arts groups to hire an organizational consultant to provide technical assistance and capacity building for the organization. Certain conditions apply.
- Facilitating diversity, equity, accessibility, and inclusion (DEAI) training programs for arts leaders in the county. Certain conditions apply.
- Grassroots funds may be used for equipment purchase.
- Grassroots funds may be used for small-scale capital projects. Up to \$25,000 total can be spent on a capital project for arts facilities in the county.

Priorities for Funding

The *first priority* of the Grassroots Arts subgrant program is to provide operating or program support to qualified arts organizations not already receiving or eligible to receive support from the N.C. Arts Council. These include theaters, symphonies, galleries, art guilds, choral societies, dance companies, folk arts societies, writers' groups, and arts festivals, among others.

The *second priority* of the Grassroots Arts subgrant program is to support arts learning and arts in education programs conducted by qualified artists. These can be artist residencies in schools, afterschool or summer camps or adult arts learning classes.

The *third priority* of Grassroots Arts subgrants is to community, civic and municipal organizations. These programs must be conducted by qualified artists.

Funding Policies

- Tribal organizations that receive Grassroots funds must represent state or federally recognized tribes.
- Grassroots funds may not be awarded to individuals or to organizations for prizes, scholarships, competitions, tuition, or financial rewards.
- Colleges, universities, and libraries may receive grants for arts programs that are community-based or generate regional arts involvement. Grants may not support their internal programs, administration, or operation expenses (library books, band boosters, equipment purchases).
- Religious organizations or churches may not receive Grassroots funds unless the programs are presented outside regular church services, engage the larger community, and do not contain religious content.
- Grassroots funds may not be used for activities associated with a school's internal arts programs such as in-school student performances, the purchase of art supplies, or student arts competitions and publications.
- Municipalities (city/county governments) may receive grants for arts programs which use qualified artists to conduct programs that involve the greater community. Grants may not support internal programs, administration, or operating expenses.

- Organizations with an annual operating budget of more than \$2M may not request operations support, only programmatic support.
- Grassroots Arts Program money MAY be used for small scale capital expenditures (FY24 ONLY).
- Grassroots Arts Program money MAY be used to purchase equipment (FY24 ONLY).
- Grassroots Arts Program money may not be used for the following kinds of expenditures:
 - Art, music, and dance therapists
 - Artifacts
 - Purchase of artwork or art supplies
 - Contingency funds
 - Deficit reduction
 - Fundraising events
 - Food or beverages for hospitality or entertainment functions
 - School choral or band activities or equipment
 - Lobbying expenses
 - Oral history and history projects
 - Tuition for academic study
 - Interest on loans, fines, or litigation costs

Grassroots Arts Program Subgrantee Requirements

Subgrantees are responsible for meeting the requirements listed below. Proper acknowledgement and reporting will be considered in future funding requests.

- Matching Requirement: All subgrantees must match their grant amounts dollar for dollar. The funds must come from other public or private sources. In-kind donations of goods or services may be used as matching funds. Other N.C. Arts Council funds or state funds cannot be used as a match. Note that the ARPA funds do not require a match.
- Lee County Arts Council and North Carolina Arts Council Recognition: Subgrantees must acknowledge the N.C. Arts Council’s and the Lee County Arts Council’s support of their events or projects by including their respective logos and funding credit line in all print and promotional materials related to the grant. The LCAC website offers information and downloadable logos at leecountyartscouncil.org.
- Reporting Requirements: Each subgrantee is required to submit a final report providing a detailed description of the funded project, participation statistics and demographics, sample marketing and program materials using the Lee County Arts Council logo and the N.C. Arts Council’s credit line and logo, and copies of their legislative letters. The Report Form will be sent to subgrantees by the Lee County Arts Council and will be due by May 31, 2024. If your event is held in June, 2024, an extension will be made available.
- Legislative Letters: Subgrantees are required to write their state representatives to thank them for appropriating Grassroots funds. The letter should provide information about how Grassroots funds were used to support your program or project, and the community impact of the event. A copy of all letters to legislators must be included in the final report materials.

How Subgrant Applications Are Evaluated

Subgrant applications are reviewed by a diverse panel of community members that may include artists, arts administrators, educators, community leaders, and/or business people. The panel evaluates each application based on the subgrant guidelines and the following criteria:

- Artistic quality of proposed project or programs
- Community impact of project or programs
- Multicultural aspect of the program
- Ability to plan and implement the project
- Stability and fiscal responsibility of the organization

Panelists discuss and score the grant using an established rating system. The subgrant panel's recommendations are submitted to and reviewed by the LCAC Board of Directors, which has the final authority for all decisions.

Questions and Assistance

If applicants have questions or need assistance, please contact the LCAC at (919) 774-6139 or email leecountyarts@gmail.com.