



COMMUNITY FIRST CARES FOUNDATION Grants for Creative Arts & Cultural Entrepreneurs 2019

GUIDELINES & INSTRUCTIONS

THE GRANT PROGRAM:

The Community First Cares Foundation (CFCF) is a strong supporter of emerging artists and the vital role they play in our community. CFCF has partnered with the Cultural Council of Greater Jacksonville to provide entrepreneurial resources for emerging artists of all disciplines.

The Community First Cares Foundation Grants for Creative Arts & Cultural Entrepreneurs are designed to be an extension of the Entrepreneurial Resources for Creatives: Artist Capacity Building Intensive, which will provide attendees with career development training in the areas of finance, technology, business leadership, and marketing and promotion.

Emerging artists/creatives of all cultural disciplines are encouraged to apply to the CFCF Grants for Creative Arts & Cultural Entrepreneurs. Community-oriented projects resulting in tangible work products are sought (i.e. exhibit, performance, publication, etc.). Grant awards are \$1,000 each.

ELIGIBILITY CRITERIA:

To be eligible to apply, the applicant must meet the following criteria:

- Be 18 years of age or older
- Participate in a grant writing webinar
- Register for and plan to attend the Community First Cares Foundation Entrepreneurial Resources for Creatives: Artist Capacity Building Intensive, scheduled for Saturday, Nov. 9, 2019 (To register, go to: <https://www.culturalcouncil.org/communityfirst.html>)
- Grant Period: Project must take place and grant funds must be expended between Oct. 1, 2019-May 1, 2020
- Prior recipients are not eligible
- Organizations/schools are not eligible

HOW TO APPLY:

- The CFCF Grants for Creative Arts & Cultural Entrepreneurs application will open on Monday, July 15.
- The application must be submitted online through the Cultural Council's online grants system.
- LINK: <https://www.grantinterface.com/Home/Logon?urlkey=culturalcouncil>
- Create a log-in to the online grants system.
- You'll see the name of the grant program – Community First Cares Foundation Grants for Creative Arts & Cultural Entrepreneurs - 2019. Click the "Apply" button and the application form will open so that you can begin work.
- You can save a draft and log back in later. Click "Edit" to continue work.

- Read the grant guidelines prior to beginning work on the application. These are available as a link at the top of the application form.
- A grant writing webinar and tip sheet are also available as links. Watch the webinar.
- Character counts for the proposal are included in the application form.
- 3,400 characters equate to approximately one page in Word.
- Composing the text responses in Word and then copying and pasting them into the online system are recommended.
- Responses to questions marked with an asterisk are required.
- Work may be saved by clicking the “Save” button at the bottom of the form.
- Click the “Submit” button when the proposal is complete.
- You will receive an automated message that your application has been received.
- Deadline to apply is Thursday, August 15, 2019 (11:59 p.m. - online).

REQUESTED INFORMATION AND PROPOSAL COMPONENTS:

- Contact information
- Demographic data
 - Gender, age range, race/ethnicity, zip code
- PROPOSAL:
 1. Provide a biographical sketch of the applicant that includes qualifications for carrying out the project successfully (work history, education, artistic/cultural experience, etc.)
 - Character count allowed: 1700
 2. Describe the creative/artistic project.
 - Please include the following: timeline, location, who will participate, case for business or career development, marketing strategy for the end work product, expected outcome(s).
 - Character count allowed: 5,100
 3. Itemized budget of \$1,000
 - Each grant award will be in the amount of \$1,000 (with two \$500 installments).
 - The grant funds cannot be used for:
 - Personal mileage
 - Personal/living expenses
 - Business operational expenses
 - Professional development
 - Expenditures must take place during the grant period (Oct. 1, 2019-May 1, 2020)
 - Character count allowed: 1,700
 4. Support material
 - Upload and provide a description for any photographs, audio/video material, prior work, etc. that will help illustrate either the proposed project or the background/experience of the applicant.
 - 25 MB allowed

PROJECT EVALUATION:

Grant awards will be determined by a panel of evaluators, who will evaluate eligible applications according to the five following statements:

1. The applicant is capable of carrying out the project successfully.
2. The project has artistic merit.
3. The project description is thorough and thoughtful.
4. The project will result in a tangible work product (i.e. performance, exhibit, publication, etc.)
5. The project budget aligns with the project description.

THE GRANT AWARD:

- Grant awards of \$1,000 will be awarded to up to 10 applicants who meet the eligibility criteria and demonstrate project merit.
- Grant awards will be publically announced during the Cultural Council of Greater Jacksonville’s LEAP, a series of events celebrating arts and culture, scheduled for September 4-7, 2019.
- Grantees are encouraged to attend LEAP events; however, grantees are not required to be present during LEAP to receive their awards.
 - (For more information about LEAP, please visit www.arts4jax.org)
- All applicants will be notified of their award status prior to LEAP.
- The \$1,000 grant award will be divided into two equal payments: \$500 will be advanced at the start of the project and the remaining \$500 will be paid following submission and approval of the final report.
- To receive the grant award, individuals must:
 - Sign an award agreement
 - Sign a photo/publicity permission form
 - Provide a signed IRS Form W9
 - Attend the Community First Cares Foundation Entrepreneurial Resources for Creatives: Artist Capacity Building Intensive, scheduled for Saturday, Nov. 9, 2019
- Upon completion of the grant period, grantees will:
 - Submit a final report in the Cultural Council’s online grants system by June 2, 2020.
 - Grantees should prepare to provide:
 - Budget receipts for the \$1,000 grant award
 - Examples of expenditure proof include: cancelled checks, credit card receipts, etc.)
 - Brief written report that details the project outcome(s)
 - Support material that documents the project
 - i.e. - video and/or photos of the performance, program bulletin of the event, photos of the exhibit, copy of a book, etc.
 - Come together with the other CFCF grantees to celebrate and present the grant projects to the Jacksonville community.

TIMELINE:

Monday, July 15, 2019	Grant application available
Thursday, August 15, 2019 (11:59 p.m. - online)	Grant application DEADLINE
Friday, August 30, 2019	All applicants notified of award status
September 4-7, 2019 Date, time location TBA	2019 CFCF Grants publically announced during LEAP
Prior to Monday, Sept. 30, 2019	Grantee paperwork completed; first \$500 payment
Saturday, Nov. 9, 2019	CFCF Entrepreneurial Resources for Creatives: Artist Capacity Building Intensive – Attendance Required
Oct. 1, 2019-May 1, 2020	Grant period --project must take place and grant funds must be spent between these dates
Tuesday, June 2, 2020 (11:59 p.m. – online)	Grant report DEADLINE; final \$500 payment follows
Summer 2020 Date, time, location TBA	Grantee presentation and celebration event

QUESTIONS:

Contact Amy Palmer, Director of Grants Administration

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