



Guidelines 2018-2019

ART
&
CULTURAL
FACILITIES



Alabama State Council on the Arts

Art & Cultural Facilities

PROGRAM COMPONENTS

Planning

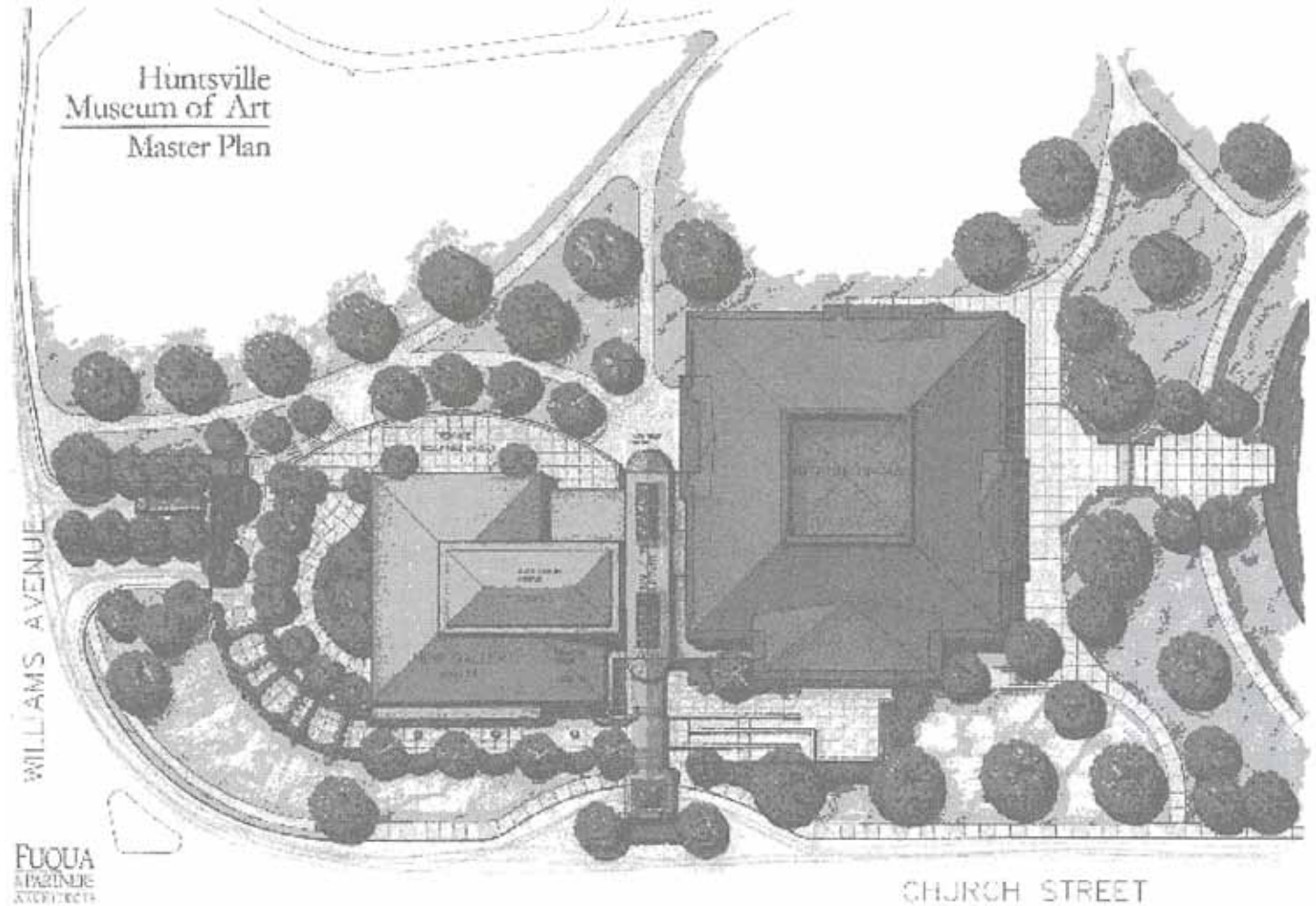
Requests may be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations for an arts facility. This phase is generally considered preliminary to and necessary for actual design work and construction. The planning proposed must begin and end within the grant year for which funds are awarded. Requests must include licensed professionals with demonstrated expertise in urban and/or community planning, architecture, landscape design or historic preservation. Community and broad-based, constituent involvement in the planning process is encouraged and expected. In this component, grant funds must be matched at least dollar-for-dollar. In-kind services are not allowable as match. It is expected requests will include the costs of drawings and text defining project objectives and community benefits. Grants in the planning phase will generally not exceed \$20,000.

Design

Requests for design work related to a specific facility or an arts space will be considered for support. Proposed work in this phase must produce a tangible design in the form of blueprints, renderings, schematics or other documents necessary for construction, renovation, installation or adaptive reuse of the facility or space in question. Qualified and certified architects and design professionals must be involved in and selected as part of the application process. A design document will be expected at the end of the grant period (details adequate for construction bids or construction management by certified professionals). Submission of design work will be required before final grant funds are released. Grants in this area will generally not exceed \$50,000. All grants must be matched dollar-for-dollar in cash and in-kind services.



Troy-Pike Cultural Arts Center converted Troy's former post office into a community arts facility.



Detail of submitted Master Plan for the Huntsville Museum of Art.

Construction

Construction costs related to a new facility, renovation of an older facility and/or major capital outlay improvements to an existing facility (sound, lighting, climate control, seating, performance or exhibition space, etc.) may be requested. The design phase must be completed and submitted as part of the application. Total project costs and time line projections for the completion of work must also be submitted. Facilities or spaces for which funds are requested must be used primarily for artistic purposes and activities involving one or more arts disciplines as encompassed in the performing, visual or literary arts. Science and technology centers, historic homes, non-art halls of fame, office spaces, non-art museums and schools (with the

exception of community-space partnerships) will not be eligible for support under this program. State agencies and institutions or groups receiving annual state appropriations are also not eligible to apply under this program. Theatres, performance space or exhibition space used for the arts in an otherwise non-arts complex may be considered as long as a compelling case can be made regarding need and artistic impact within the community. All grants must be matched three to one in cash. While requests may be made in phases, the phase for which funds are needed must be completed at the end of the grant period (September 30). Grants will generally not exceed \$100,000.

Applications will be considered and grants will be awarded in this program based on the availability of funds as provided by the legislature each year for cultural facilities and capital outlay purposes.

It is anticipated and necessary for a degree of preliminary work to have been completed prior to application under this program. Issues such as ownership, authorization or permits, local commitments and cost estimates should be at an advanced stage prior to application. While funding feasibility studies is allowable, grants for an "idea" are not realistic.

NOTE: Smaller requests for modest projects regarding planning and design activity may be submitted under the Council's Community Arts Program. Also, smaller technical assistance requests (not exceeding \$1,000) may be submitted in other program areas that relate to preliminary work leading up to an actual request under the Cultural Facilities Program.

Consult the State Arts Council publication *Guidelines: Grants and Fellowships* for general eligibility requirements and information on grants and fellowships in the following areas: performing arts, visual arts, community arts, literary arts, folklife, and arts in education.

For more information on Art and Cultural Facilities, contact:

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al.head@arts.alabama.gov

Kay Jacoby, Community Arts Program Manager
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kay.jacoby@arts.alabama.gov



Discussion at the Birmingham Museum of Art regarding the painting by American artist, Albert Bierstadt, entitled Looking Down Yosemite Valley, California. Oil on Canvas, 1865.

New Deadlines & Policies

The Alabama State Council on the Arts has moved to a paperless process for application submission, review and reporting. All applications must be submitted electronically via eGRANT. Access to eGRANT is available at <https://alabamaarts.egrant.net>. Submission of the electronic form is the first part of a two-part application process. The second part is the mailing of the certification page with original signatures and the required supplemental materials, due in the Council office within three days after the deadline date. Please check with your program manager for specific support material suggestions as these may vary. It is recommended that you not delay your application submission. Click on submit prior to 4:45 pm on the eGRANT due date. The system will close promptly at 5:00 pm. An unfunded application (under the first deadline) may be resubmitted and reconsidered within the same fiscal year. An organization may submit only one application per year under the cultural facilities program. An application submitted under the cultural facilities program will not count against an organization's application limit (4) in the grant year.

DEADLINES	APPLICATIONS ACCEPTED	APPLICATIONS SHOULD BE FOR ACTIVITIES IN THESE PERIODS
March 1, 2018.....	Planning, Design or Construction	October 1, 2018 - September 30, 2019
March 1, 2019.....	Planning, Design or Construction	October 1, 2019 - September 30, 2020

Cultural facilities requests are reviewed at the June Council following the March application date.

Please consult the Council's regular Grant Guidelines publication for deadlines related to all other support programs.

SPECIAL NOTE: The evaluation criteria below should be considered when developing an application. Applicants are strongly encouraged to contact Council staff prior to submission.

1. Potential impact of the project to community
2. Strength of the professional team involved with the project
3. Strength of community support and grant match
4. The artistic merit and integrity of the project/facility in question
5. Degree of stability of applicant organization
6. Short and long-term appropriateness of ownership
7. The degree of broad community involvement in all phases of the project

Program Components & Criteria

This grant program assists arts organizations in building or renovating facilities and spaces used for arts activities. Requests can be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations for:

- an arts facility or space
- design work related to a specific facility or arts space
- construction costs related to a new facility
- renovation of an older facility and/or major capital outlay improvements to an existing facility

Applications will be considered and grants will be awarded in this program based on the availability of funds as provided by the legislature each year for cultural facilities. Please contact the program manager below for availability.

PROGRAM GRANT COMPONENTS

Deadline: March 1

Planning Grants (up to \$20,000) - Requests may be submitted for feasibility studies, use plans, needs assessment and other contracted work related to the intended operations for an arts facility. This phase is generally considered preliminary to and necessary for actual design work and construction.

The planning proposed must begin and end within the grant year for which funds are awarded. Requests must include licensed professionals with demonstrated expertise in urban and/or community planning, architecture, landscape design or historic preservation. Community and broad-based constituent involvement in the planning process is encouraged and expected.

Design Grants (up to \$50,000) - Requests for design work related to a specific facility or an arts space will be considered for support. Proposed work in this phase must produce a tangible design in the form of blueprints, renderings, schematics or other documents necessary for construction, renovation, installation or adaptive reuse of the facility or space in question. There should be evidence of community support for this phase of work. Qualified and certified architects and design professionals must be selected and involved as a part of the application process. A design document will be expected at the end of the grant period. Submission of design work will be required before final grant funds are released.

Construction (up to \$100,000) - Construction costs related to a new facility, renovation of an older facility and/or major capital outlay improvements to an existing facility (sound, lighting, climate control, seating, performance or exhibition space, etc.) may be requested. Request for capital outlay must be part of a facility construction project and not a stand-alone component. The design phase must be completed and submitted as part of this request. Total project costs and timeline projections for the completion of work must also be submitted. Facilities or spaces for which funds are requested must be used

primarily for artistic purposes and activities involving one or more arts disciplines as encompassed in the performing, visual or literary arts.

CRITERIA FOR FUNDING

- Potential impact of the project to community
- Qualifications of the professional team involved with the project
- Strength of community support and grant match
- The artistic merit and integrity of the project/facility in question
- Degree of stability of applicant organization
- Short and long-term appropriateness of ownership
- The degree of broad community involvement in all phases of the project

MATCHING REQUIREMENTS

In the Planning component, grant funds must be matched at least dollar-for-dollar. In-kind services are not allowable as match. It is expected that requests will include the cost of drawings and text defining project objectives and community benefits. Grants in the planning phase will generally not exceed \$20,000.

In the Design component, grant funds must be matched at least dollar-for-dollar in cash and in-kind services. Grants in the design phase will generally not exceed \$50,000.

In the Construction component all grants must be matched three-to-one in cash (\$100,000 grant, \$300,000 match). While requests may be made in phases, the phase for which funds are needed must be completed at the end of the grant period. Grants will generally not exceed \$100,000.

WHO MAY APPLY

Applicants may be any arts organization, non-profit organization or city/county government. Science and technology centers, historic homes, non-art halls of fame, office spaces, non-art museums and schools are not eligible for support under this program. State Agencies and institutions or groups receiving annual state appropriations are also not eligible to apply under this program.

HOW TO APPLY

The Alabama State Council on the Arts has moved to a paperless process for application submission, review and reporting. Applications must be submitted electronically via eGrant. Access to eGrant is available from the Grants page on the Council's website at www.arts.alabama.gov.

QUESTIONS AND CONSULTATIONS

It is highly recommended that applicants seek advice and guidance from the Arts & Cultural Facilities Program Manager. Kay Jacoby can be reached at kay.jacoby@arts.alabama.gov or 334 242-4076, ext. 222

ALABAMA STATE COUNCIL ON THE ARTS

• 201 Monroe Street • Montgomery, AL 36130-1800 • 334/242-4076 •

Overnight shipments (by private vendor, other than U.S. Postal Service), please use zip code 36104-3721

• Phone: 334-242-4076 • Fax: 334-240-3269 • E-mail: staff@arts.alabama.gov • Website: www.arts.alabam.gov

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FORM 1: GRANT REQUEST IDENTIFICATION

PROGRAM AREA, CATEGORY OF SUPPORT AND DISCIPLINE

Program Area: DESIGN ARTS

Category of Support

From the following list, select the category of support which is most closely associated with the project described in this application. Select one and enter the number in the box.

12 - Cultural Facilities -- Planning

13 - Cultural Facilities -- Design Phase

14 - Cultural Facilities -- Construction

Discipline

From the following list, select the Arts Discipline which is most closely associated with the activities/project described in this application. Select one and enter the number in the box.

0 - Crafts

1 - Dance

2 - Design Arts

3 - Folk Arts

4 - Literature

5 - Media/Photography

6 - Multi-disciplines

7 - Music

8 - Theatre

9 - Visual Arts

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FORM 2: ORGANIZATIONAL GRANT APPLICATION

FOR USE BY ORGANIZATIONS, EDUCATIONAL INSTITUTIONS AND GOVERNMENTAL UNITS

STAFF USE	APPLICATION NUMBER	PROGRAM CODE	DATE RECEIVED
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SECTION A APPLICANT INFORMATION

1. Applicant Organization: _____

Address: _____ Phone: _____

City: _____ Zip: _____ County: _____

E-mail: _____ Web address: _____

Legislative Districts: U.S. Congress: _____ State Senate: _____ State House: _____

Applicant's federal (IRS) identification number: _____

Applicant is classified as: 501 (c) 3 Other: _____
 Public Educational Institution Government Agency
 Federal State County Municipal

2. Applicant organization will implement the project/activities identified in Section A3 and Section C.
 Applicant organization will serve as a fiscal agent for:

Name: _____

Address: _____

City: _____ Zip: _____ County: _____

The above named subgrantee will implement _____% of the project/activities described in Section A3 and Section C and will receive _____% of any grant funds.

3. Provide a short title that describes the proposed project or activity in this application.

4. Project director or contact person for this project/activity: _____

Daytime Telephone Number: _____ Fax: _____

Cell Telephone Number: _____ Email: _____

5. What are the total number of applications submitted in all program areas for this deadline? _____
What is the total amount being requested in all program areas for this deadline? \$ _____
Do you plan to submit additional requests this fiscal year? Yes No

6. What is the total amount that is being requested in this application? \$ _____

Applicant Name: _____

SECTION B ORGANIZATIONAL PROFILE

Provide the following information for the Applicant Organization identified in A1.

1. What is the mission of your organization?

2. Numer of professional staff _____ full-time _____ part-time _____

3. Grantee Race/Ethnicity:

Which of the codes below best describes the reace/ethnicity of your organization? _____

Code of Characteristics

A -- Asian

B -- Black/African American

H -- Hispanic/Latino

N -- Native American

P -- Native Hawaiian/Pacific Islander

W -- White, not Hispanic

99 -- No single group

4. Are the facilities currently or projected to be accessible to person with disabilities as fefined in the Americans with Disabilities Act? _____ yes _____ no. If answering no, describe your ADA plans for becoming accessible as part of the evaluation criteria or the request for support.

5. What is the proposed number of students that will be affected by the planning, design and/or construction support requested in this proposal? _____

6. What is the proposed number of people that will be impacted by the planning, design and/or construction support requested in this proposal? _____

Applicant Name: _____

SECTION C ART AND CULTURAL FACILITIES SUPPLEMENTAL FORM

Address each of the following. Attach additional sheets as needed.

1. Describe the current or proposed facility or capital outlay item and emphasize how it will be or is used.

2. Describe the exact location of existing or proposed facility. (Be as specific as possible)

3. Briefly describe the area surrounding the facility. (i.e. inner-city downtown, urban park, riverfront, town-square, suburban)

4. What entity currently owns and/or will ultimately own the facility or property in question? Included a statement about staffing, maintenance, long-term operating expenses, as well as provisions for insurance.

5. What percentage of the facility is or will be used for artistic purposes?

Performance	_____ %	Approximate square footage	_____
Exhibition	_____ %	Approximate square footage	_____
Administration	_____ %	Approximate square footage	_____
Other: <i>(please specify)</i>	_____ %	Approximate square footage	_____

6. Estimated period of work (in months) to complete project for which funds are requested:
Explain phases if applicable.

7. Names of architect, designer, planner, contractor, and other professionals selected or proposed for the project. (Submit appropriate bios or resumes for principal contributors to project)

8. Describe the selection process or proposed selection process for the professionals involved.

9. Describe the benefits of the project to the community in the context of the need for facilities, programming venues, proposed capital outlay items or construction.

10. Describe, in an attached narrative, the strategy and status of local match for this project. Also, attach a profile of actual and projected income sources as well as, a breakdown of projected expenditures for the period in question.

NOTE: Please send a copy of any existing plans, artist rendering or other material that illustrates work that has been done on the project to date.

Applicant Name: _____

SECTION D GRANT HISTORY

List individual grants received from all sources during your last and current fiscal years. List sources and amounts of all state funding.

GRANT OR SOURCE	PURPOSE/PROGRAM	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

SECTION E ASSURANCES

The Applicant Organization assures The Council that:

1. The activities and services for which assistance is sought will be administered by or under the _____ supervision of the applicant.
2. The filing of this application has been duly authorized by the governing body of the applicant organization.
3. The applicant will expend funds received as a result of this application solely for the described project or program.
4. Submission of this application signifies intention of compliance with Title VI of the Civil Rights Act of 1964, Labor Standards under Section 5(1) of the National Foundation of the Arts and Humanities Act of 1965, the Rehabilitation Act of 1973, Title III of the Age Discrimination Act of 1975, Title IX of the Education Amendments, the Americans with Disabilities Act and the Civil Rights Act of 1991 and signifies applicant to be a non-profit organization or an agency of a city, county, state or federal government to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue code.

Applicant Organization's Chief Authorizing Official

Signature _____ Date _____

Print Name _____

Title _____

Applicant Organization's Chief Fiscal Officer

Signature _____ Date _____

Print Name _____

Title _____

Director for this Project/Activity

Signature _____ Date _____

Print Name _____

Title _____

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