

# 2017 Dublin Arts Council Community Arts Grant Application Instructions

## Eligibility Criteria

In order to apply, organizations must meet the following criteria. Applicants who do not meet this criteria will not be considered for funding.

Applicants:

- must be exempt under section 501 (c) (3) of the Internal Revenue Service and registered with the State of Ohio as a non-profit organization
- must be based in Dublin
- must support Dublin Arts Council's mission: Dublin Arts Council engages the community, cultivates creativity and fosters life-long learning through the arts
- are encouraged to align programs, events, activities and grant requests with these criteria: 1) providing education; 2) enriching the community; 3) developing audiences; and 4) supporting artists
- must have primary impact in Dublin
- must follow Dublin Arts Council's anti-discrimination policy: Dublin Arts Council celebrates and recognizes the contributions of people of different races, gender, nationalities, ages and religions have made to the world of art. Discrimination on the basis of race, gender, sexual orientation, nationality, age or religion will not be tolerated.
- must submit accurate budgets that are appropriate to the proposed project or creative work, are not inflated and reflect need for financial support
- must not look to Dublin Arts Council as the only form of financial support

## Application Procedure

Submit the requested materials to Dublin Arts Council, 7125 Riverside Drive, Dublin Ohio 43016 by **5:00 p.m., on Friday, October 28, 2016**. No exceptions.

Please submit five copies of the application and supplemental materials. The application form, a sample income and expense report (budget) and sample balance sheet can be accessed on the DAC website as PDFs or as Word/Excel documents. <http://www.dublinarts.org/artists/communityartsgrants.aspx>

If funding of a Community Arts Grant is approved for the applying organization, payment is provided no later than March 31, 2017.

## Final Report

A follow up report will be due no later than February 15 following the year for which funding is provided. This final report should:

- document how funds were spent
- include a detailed description of activities, including attendance figures
- include examples of publications/collateral that demonstrate use of the Dublin Arts Council logo or verbal/written credit of Dublin Arts Council's support
- include a sample evaluation tool and summaries of data

Failure to submit the grant follow-up report in a timely and complete manner could result in a disapproval of future grant applications.