



Granville *Arts* Commission  
www.granvillearts.org

**The mission of the Granville Arts Commission is to enhance the cultural arts in Granville and to support artists, as well as artistic events, activities, education and programs that enrich the community.**

## **GRANT APPLICATION FORM**

Arts and cultural organizations or individuals either based in Granville or benefiting the Granville community are invited to apply for funding using this form. Grants of \$50 to \$500 are awarded based on the proposal's contribution to the mission of the GAC.

To apply for a grant, submit a completed form and information to:

**Granville Arts Commission      Applications may also be returned to the Village Office.**  
**Village of Granville**  
**141 East Broadway, Granville, Ohio 43023**

Grant Application Forms need to be submitted by the first day of the month to be considered at that month's Granville Arts Commission meeting.

**Applicants will be notified of the GAC grant decision.**

### **PART 1 – INSTRUCTIONS**

#### **Grant Criteria for Award**

The Granville Arts Commission frequently receives more grant requests than can be accommodated by the resources available. Therefore, the Granville Arts Commission retains the right to accept or reject grant applications, to suggest changes, and to support grant requests in full, in part, or not at all.

In reviewing applications the GAC is guided by:

- The artistic merit of the proposed activities.
- Service to the community – how well the proposed program will bring the arts to the local community.
- The ability of the applying individual or organization to carry out the proposed activity.

#### **Requirements for Receiving Grant**

- The proposed arts activity must primarily benefit the Granville area community.
- Grant funds should be used as applicant has indicated on the application.
- GAC will provide only one (1) grant award for any given event.
- All activities supported by GAC grants must be open to the public and accessible to persons with disabilities.
- "Sponsored in part by Granville Arts Commission" must be included in marketing information and displayed at the site of the activity. GAC logos (PDF format) are available for download on the GAC website.
- Grant funds may not be used for "party art" (such as magicians, face painting, hair braiding, balloon sculpture) or for food, capital improvements or fund-raising events.
- Grant funds may not be used for business start-up costs, for-profit businesses and/or professional memberships or conferences.
- Grant funds may not be used to fund parts of the regular school curriculum.

**Receiving Grant Dollars**

**To process receipt of grant funds, the grant recipient needs to:**

1. Submit an invoice and receipts identifying how the grant funds were spent to the Commission c/o Marilyn Sundin, Treasurer, at 1670 Welsh Hills Road, Granville, Ohio 43023.
2. Submit a final report within 30 days of completion of event, including copies of event programs and advertising materials. The reports help the Granville Arts Commission to document grant history for future grant funding.
3. No additional grants to the organization will be considered until Invoices, receipts and final report for a previous grant have been received.

**PART 2 – GRANT APPLICANT INFORMATION**

**1. Event / Project Title** \_\_\_\_\_

**Location** \_\_\_\_\_

**2. Applicant Organization Information**

**Application Date:** \_\_\_\_\_

Name of Applicant/Organization \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

Website \_\_\_\_\_

**The GAC invites artists to provide their website for potential artist listings on the GAC website.**

**3. Application Type: Check ONE in A OR B**

**A. One time Events – Check ONE and Complete Part 3**

\_\_\_ Individual Performances and Exhibitions

\_\_\_ Group Performances and Exhibitions (one time)

\_\_\_ Umbrella Events (e.g. festivals) \_\_\_\_\_

\_\_\_ Other (List type) \_\_\_\_\_

**B. Programs over a period of time – Check ONE and Complete Parts 3 and 4**

\_\_\_ Projects (over period of time)

\_\_\_ Arts Education Program

**4. Arts Type (Check ONE) :**

\_\_\_ Visual Arts (List type) \_\_\_\_\_

\_\_\_ Music \_\_\_ Film

\_\_\_ Dance

\_\_\_ Theatre

\_\_\_ Literary Arts

\_\_\_ Multi-Disciplinary

**PART 3 – EVENT INFORMATION**

1. Provide a brief summary of the event, including the targeted audience:

\_\_\_\_\_

\_\_\_\_\_

2. Beginning date of event \_\_\_\_\_ Ending date of event \_\_\_\_\_

3. How will you publicize your event? \_\_\_\_\_

4. Who are the artists to be involved in the project, how and why they were chosen and, if appropriate, the rate of payment for their services. (If you have not yet selected the artists describe the kinds of artists you intend to involve and how you will select them.)

\_\_\_\_\_

5. Describe the kind of community support you have for this proposal (e.g., volunteers, space, donated supplies, other grants, etc.)

\_\_\_\_\_

\_\_\_\_\_

6. How does this project meet the grant criteria of the Granville Arts Commission?

\_\_\_\_\_

7. Have you done similar events/activities in the past? \_\_\_\_ Yes \_\_\_\_ No  
If Yes, give a brief explanation:

\_\_\_\_\_

\_\_\_\_\_

8. Please feel free to provide any additional information that you think may be helpful to the funding committee. Use **PART 5** for additional information.

9. Amount you are requesting (\$50 - \$500): \_\_\_\_\_

10. How will funding be used? \_\_\_\_\_

11. What will happen if you do not receive your full funding request?

\_\_\_\_\_

12. Please complete applicable categories with budget numbers. Estimates are sufficient.

Category	GAC Funds	Total Budget
Artist fees (including honoraria)		
Facilities (e.g., hall rental)		
Supplies/Materials		
Equipment Rental		
Staging/Lighting		
Awards/Prizes		
Other (please describe)		

**PART 4 – ADDITIONAL INFORMATION FOR PROGRAMS OVER A PERIOD OF TIME**

1. If the activity that has been identified as requesting grant funds will be continuing over a period of time, how will the grant fit into your overall budget for the Program?

**PART 5 - ADDITIONAL INFORMATION**