



The MISSION of the Cultural Arts Alliance of Walton County is to serve as the umbrella organization that supports the arts in Walton County through leadership, advocacy, funding, programs and education. The VISION of the CAA is to serve as a catalyst for Walton County's growth as a center for cultural and artistic excellence through which lives are enriched, economy is stimulated and community is strengthened.

## ***Grants to Organizations***

### **ELIGIBILITY**

As a grant seeker, please consider the following:

- Is the proposed project likely to continue and expand after the grant period?
- Is the CAA's support vital or catalytic to the project's success?
- Is the use of funds innovative and efficient?
- Does the project fulfill one or more aspects of the CAA's vision?
- Does the project have a well-planned approach to promoting the Arts in Walton County?
- Grants are made only to entities recognized as tax-exempt charities under 501 (C) (3) of the Internal Revenue Code.

Grants will be made for specific projects. The CAA normally does **not** approve grants to support the following:

- Ongoing operating expenses
- Annual appeals or membership drives
- Religious organizations that advocate a specific religion, faith or creed
- Travel for individuals or groups (if that were the primary focus )
- Capital campaigns
- Fundraising for Endowment Funds
- National fund drives or national organizations with no direct ties to our community
- Lobbying activities

### **GRANT MAKING DECISION PERIOD**

Grants are awarded semi-annually. The maximum amount requested must not exceed \$5,000.00. No organization may receive more than one grant award per year. All applications are reviewed by a volunteer committee supported by our professional staff and approved by our Board of Directors. Decisions may be extended beyond the decision month. Applicants may be called for an interview. All grant applicants will be notified by letter or email.

<b>DEADLINE DATES FOR SUBMISSION</b>	<b>AWARD NOTIFICATION</b>
May 31	July 31
November 30	January 31

## **PROMOTIONAL CONSIDERATION**

CAA will provide logo to grant recipients for use on all printed collateral. Please give credit to the Cultural Arts Alliance of Walton County in all press releases associated with the project.

## **APPLICATION MATERIALS**

**Each grant application should include the following:**

### Abstract

One-page summary of proposal including amount requested.

### Background of the Organization

- Your organization's mission statement
- Founding date
- Major programs
- Links & partnerships with similar organizations
- Annual operating budget
- 501 (c) 3 designation letter
- Most recently filed IRS form 990
- List of staff and Board Members

### Details of the Proposal

- **Goals and Objectives:** This should be measurable and tied to short and/or long-term outcomes. Please include your target group and number to be served.
- **Implementation Plan:** This should include a Project Timeline and Management plan.
- **Project Evaluation:** Please describe who will conduct project assessment, including your criteria, methods and schedule for measuring project effectiveness.
- **Project Budget:** Please include direct and indirect costs and revenue projections, if applicable. Also provide description and justification for the amount requested from CAA, including how the use of the funds will be efficient and innovative.

## **POST-GRANT AWARD SUMMARY**

All grant recipients are required to submit a post-grant award summary within one year of project implementation AND prior to any new request for funding.

Grant summaries should include but not be limited to the following:

- Project assessment including goals and objectives met
- Project budget vs. actual
- Project collateral showing where CAA was credited as a supporter