

The Medina County Arts Council, Inc.
Grant Application Guidelines
Approved Sept. 20, 2005. Revised October 20, 2008

Please follow these guidelines when completing the attached grant application to insure that your organization has provided all the information the Arts Council needs to make funding decisions. Please contact Nancy Sprowls, Executive Director, at 330-725-6443 with any questions.

I. Mission Statement: The purpose of the Medina County Arts Council is to provide Medina County with an enhanced and broadened cultural life. The Council shall encourage and stimulate the practice and appreciation of the Fine and Performing Arts in Medina County and shall provide the people of Medina County with opportunities in their own communities to participate in, experience and enjoy the Fine and Performing Arts. The Council's role shall be to assist and support existing groups and individuals who are engaged in efforts designed to enhance the arts. The Council shall provide this support and assistance through planning, coordinating, initiating, expanding, complementing, educating and strengthening programs, awareness and research in the arts.

II. Open Grant Period:

- A. Grant applications will be accepted annually from December 1 to February 28.
- B. Any applications received after February 28 will not be considered.
- C. All grants will be reviewed in March and approved with an amount in April.
- D. Applicants will be informed of decision by May 30 of each year.
- E. Grant checks will be distributed not more than two months prior to start of the project/activities. For the funds to be distributed sooner, a request must be made in writing to the Finance Committee. The request must be approved by the Finance Committee. If funds are not used for the approved project/activities, the funds must immediately be returned to the Medina County Arts Council.

III. Eligibility:

- A. The requesting nonprofit organization must have 501(c) status.
- B. Profits from any event or special project of the requesting organization shall be used to promote the arts.
- C. The mission statement of requesting organization must have an arts focus.

IV. Use of the Grant Money:

- A. The Medina County Arts Council does not provide funds for tangible property (i.e. paint, costumes, equipment, etc.) therefore grant applications should not request monies to purchase these types of items.
- B. Appropriate requests include financial support for general operating expenses, or for special projects such as guest artists' fees, play royalties, publicity, etc.

V. Application Requirements:

- A. Completed typed MCAC Grant application.
- B. Proof of 501(c) status by including the Internal Revenue Service letter of determination of nonprofit status or proof of application.
- C. A budget must be submitted in the application or attached to it. This estimate of expenses should also show anticipated sources of income including other grants and admission receipts.

VI. Additional Requirements:

- A. Planning for your publicity and programs must include the use of the Arts Council logo and a statement or ad form crediting the MCAC with financial support. Use of the logo and support statement must continue in published materials for 12 months after the receipt of the grant. If you are awarded a grant, you will receive copies of the logos that apply.
- B. A final report form must be submitted *within 60 days* after the end of your project or grant period. You will receive a copy of that form with notification that your grant application has been approved. *Succeeding grant applications will not be considered until previous grants have been closed by receipt of the final report.*

Thank you for your interest in the Arts of Medina County.