

# 2018 Guidelines



A Place to Perform

## ABOUT THE COMMUNITY FOUNDATION FOR GREATER ATLANTA

Since 1951, the Community Foundation for Greater Atlanta has been connecting donors, nonprofits and community leaders to strengthen the 23-county Atlanta region through philanthropy. As a top 20 community foundation of approximately 750 nationally, with approximately \$955 million in current assets, Georgia's second largest foundation exists to connect the passions of donors with the purposes nonprofits strive to improve. Through its quality services and innovative leadership on community issues, the Foundation received more than \$135 million from donors in 2016 (unaudited) and distributed more than \$125 million that same year to support nonprofits throughout the region and beyond. For more information, visit: [cfgreateratlanta.org](http://cfgreateratlanta.org) or connect with the Foundation via [Facebook](#) and [Twitter](#).

At the Community Foundation, we believe in the power and potential of individuals and organizations to change communities, whether those communities are physical neighborhoods, a group of individuals with a common interest or a cohort of organizations focused on similar issues. We play a variety of roles, but our key goal is to be the connecting point for the various partners, nonprofit organizations and community leaders working together toward the common vision of stronger greater Atlanta region.

## IMPACT AREAS

The Community Foundation for Greater Atlanta fulfills the passions of our donors by investing in our region through grantmaking, partnerships and advocacy. To create meaningful, lasting change, our efforts align via measurable objectives through focused "Impact Areas." We practice what we preach – evolving beyond grantmaking strategies and industry jargon to real, tangible impact.

**These five impact areas are our promise to the 23-county region - that in partnership with our donors, nonprofits and collaborators, we vow to make Atlanta a better place for all residents to live and thrive.**



Arts



Community Development



Education



Nonprofit Effectiveness



Well-being

**Arts** >> Build a dynamic arts ecology to ensure all residents in our region will have access to high quality cultural experiences and diverse artistic programs.

**Community Development** >> Ensure that our region produces equitable economic growth, strong civic health and safe communities.

**Education** >> Improve outcomes and expand opportunities for all learners across the education spectrum, from early learning through post-secondary and workforce preparation.

**Nonprofit Effectiveness** >> Invest in the region's nonprofits with the tools and financial resources to effectively manage operations and high-performing programs.

**Well-being** >> Ensure a healthy, safe and engaged region, where residents have access to health care and nutritious food.

All of these impact areas are complex and multi-dimensional and require cross sector, regional collaboration: these are opportunities with solutions that cannot be achieved by any one entity. The Foundation has an extensive base of knowledge and relationships across the region, spanning diverse communities, populations and issues, making us uniquely poised to serve as a hub for impact.

## WHAT IS A PLACE TO PERFORM?

A Place to Perform is an initiative of the Community Foundation for Greater Atlanta created after the theatre space of the 14th Street Playhouse became unavailable to a wide range of Atlanta's nonprofit performing arts organizations. A Place to Perform provides grants to nonprofit arts organizations to assist them financially in gaining access to performance venues so they can produce performing arts experiences for the public.

A Place to Perform provides grants to performing arts organizations to have access to performing venues and facilities throughout the 23-county metro Atlanta region.

## A PLACE TO PERFORM PRIORITIES

### Addressing Inadequate Space

The program is designed to help nonprofit arts organizations that do not have adequate performance space for a particular production. Priority will be given to organizations that do not have their own primary performance space.

### Regionality

The program serves organizations and audiences throughout the Foundation's 23-county region. These counties are: Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Hall, Morgan, Newton, Paulding, Pickens, Rockdale, Spalding and Walton.

### Building and Diversifying Audiences

The program seeks to increase opportunities for audiences of varying backgrounds to experience productions by a range of performing artists across the metro Atlanta region.

## REQUESTS TO A PLACE TO PERFORM

### Mission-Related Programming

The priority is to provide funds that enable access to venues for performances that fulfill the mission of the producing nonprofit organization. Requests to obtain space for fundraising events are ineligible.

### Producer Originated

Requests must originate from the producer of the performance, not the host venue.

### Venue Suitability

Requests must be to rent a venue that meets basic safety requirements, including adherence to all applicable fire and safety codes, and carrying appropriate insurance. Venues must be compliant with the Americans with Disabilities Act.

### Amount and Purpose

Requests for funding may be up to \$7,500 and can be for direct rental costs including performance space rental, load-in costs, required equipment or venue-related technician fees, including venue-specific box office or direct front-of-house fees. Requests may not include funds for artistic or general production costs.

### Timing

Applicants must have a written commitment from the venue that the performance space will be available for the requested time. Performance(s) must take place after the application deadline. No retroactive grants will be awarded for performances in the past or running through the grant application period.

## Nonprofit organizations must meet the following requirements to be eligible to apply for a grant from A Place to Perform:

- ◆ Must be located and providing services within the Foundation's 23-county service area; all funds from A Place to Perform grants must be spent within the 23-county service area;
- ◆ Must be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170 (c)(2) and the I.R.S. determination must be current;
- ◆ Must be registered with the Georgia Secretary of State as a nonprofit (click here to verify: <http://corp.sos.state.ga.us/corp/soskb/csearch.asp>);
- ◆ Must have a minimum two-year operating history after the date of receipt of its 501(c)(3) classification;
- ◆ Must have at least one full-time paid employee (paid minimum wage or more, working at least 35 hours a week) for the 12 months prior to submitting an application (*please note that contractors or consultants do not count toward this requirement*);
- ◆ Must have filed the end-of-grant report for any previous A Place to Perform grant;
- ◆ Must have **audited** or **reviewed** financial statements that follow Generally Accepted Accounting Principles (GAAP) or Government Auditing Standards (GAS) for the past two completed fiscal years as required by budget size (unless the organization's budget is below \$100,000). Organizations with annual budgets over \$250,000 must have audited financial statements; organizations with annual budgets between \$100,000 and \$249,999 must have reviewed financial statements; organizations under \$100,000 may submit internal or compiled financials. (*NOTE: Audited/reviewed financials are not part of the application, but must be available upon request if needed by the Community Foundation*);
- ◆ Must have a board of directors where 100% of members made personal cash donations or made financially measureable in-kind contributions during the last completed fiscal year (*please note there is no required cash donation amount*);
- ◆ Must have a board of directors representing the diversity and demographics of the community served, including individuals with varied skill sets and the committee structure necessary to succeed;
- ◆ Must have a primary focus on presenting, producing or providing arts programming for the public;
- ◆ Must pay artists and performers associated with artistic and cultural programming;
- ◆ Must carry a current policy that covers a minimum \$1 million in general liability insurance and \$1 million in accident insurance.
- ◆ Must have completed a [nonprofit profile and common grant application](#) on the Community Foundation's website. If you have already completed a nonprofit profile and common grant application, please make sure it is up to date.

## FUNDING OPPORTUNITIES

The Community Foundation for Greater Atlanta will be accepting applications throughout the year. Submissions will be reviewed as follows:

2018 A Place to Perform Schedule	
Friday, February 2, 2018 (12:00 p.m.)	<b>Application Deadline</b>
By Friday, March 16, 2018	Applicants notified of funding decision
Friday, April 20, 2018 (12:00 p.m.)	<b>Application Deadline</b>
By Friday, June 29, 2018	Applicants notified of funding decision
Friday, August 3, 2018 (12:00 p.m.)	<b>Application Deadline</b>
By Friday, September 14, 2018	Applicants notified of funding decision
Friday, November 2, 2018 (12:00 p.m.)	<b>Application Deadline</b>
By Friday, December 14, 2018	Applicants notified of funding decision

## HOW TO APPLY

A complete application includes an Organizational Profile, Common Grant Application, and A Place to Perform Supplement (via the nonprofit online portal).

## AWARD PROCESS

Applications to A Place to Perform will be evaluated by a Community Foundation review. A Place to Perform will give priority to organizations that:

- ◆ Have sound financial projections and budgeting related to venue rental;
- ◆ Have audiences who demonstrate interest in its artistic programs;
- ◆ Have a need for a performance venue that is not met by a space currently owned or leased by the applicant;
- ◆ Have applications that reflect that the organization is prepared to meet the requirements set forth by the venue's owner or operator; and
- ◆ Have a reasonable assurance of the availability of the venue for the time indicated in the application.
- ◆ Have a plan to serve/attract new/different audiences in order to increase equity and inclusion in organization's audiences.

## FUNDING

If your organization is selected to receive A Place to Perform grant, you will be required to sign a grant contract with the Community Foundation for Greater Atlanta within 30 days of receiving notification. As part of the Foundation's contract, you will be asked to provide a contract for the venue you have chosen and proof of liability insurance for the time you will be renting the venue. Grant funds will be distributed when the conditions of the contract have been met.

All grants are approved by the board of directors of the Community Foundation for Greater Atlanta.

*Please note: Recipients of A Place to Perform grants will not be eligible to apply for another A Place to Perform grant until after they have submitted an end-of-grant report for their previous A Place to Perform grant. Additionally, previous A Place to Perform grantees will not be eligible for more than one A Place to Perform grant award in the same calendar year.*

## **What costs associated with renting a venue may be covered by this grant?**

In order of decreasing priority, A Place to Perform will cover the following categories of costs:

- ◆ Venue rental fees;
- ◆ Costs that are required by the venue (e.g. the venue requires that you use their technician or their box office system and staff);
- ◆ Costs that are not contractually required by the venue but that you identify as necessary to use the space (e.g. you feel that you need to hire a security guard for when the show lets out late at night or the venue does not provide enough chairs and you need to rent them);
- ◆ Costs that would add to the success of the particular production in this venue but are not essential.

In short, if you were budgeting for this without a grant, what expenses would you prioritize? What expenses are required? For all costs above you need to make the case in your application about how they would impact your ability to rent the venue and make a successful production.

Costs that are not eligible for support include:

- ◆ Basic production costs that would be incurred in any venue. A Place to Perform seeks to expand the options your organization has for choosing venues, not replace regular operating expenses.

## **Why does A Place to Perform ask for the plan for attracting an audience?**

The intent of the program is to increase opportunities for audiences throughout the metro Atlanta region. For a grant to be successful, the funded production must establish an appropriate audience goal and have a marketing plan to meet it. When answering this question please be specific about your plan.

## **My organization rents this space each year, can we apply for A Place to Perform to cover the costs?**

Yes.

## **Will this cover education programs?**

The program must include a performance element and must be intended for and promoted to a general audience. Additionally, performers (or at least some performers) must be paid for their work.

## **HOW DO I LEARN MORE ABOUT A PLACE TO PERFORM?**

For further information, please contact us at 404.688.5525 or [grants@cfgreateratlanta.org](mailto:grants@cfgreateratlanta.org).