Community Event Mini-Grant Guidelines

This document contains:

Program and Applicant Guidelines

What is the goal of Community Event Mini-Grants?

The Community Event Mini-Grants support arts organizations, businesses, neighborhood associations, individual artists, groups of artists, non-arts nonprofits, and community-based organizations with project expenses associated with presenting multigenerational, free gatherings with arts components in communities.

Who may apply?

Individuals, Groups, and Organizations who are based in the Greater Louisville area, including the following counties: Bullitt, Jefferson, Oldham, and Shelby counties in Kentucky; Clark, Floyd, and Harrison counties in Indiana are eligible to apply. Applicants may submit proposals as an individual, a group or organization without tax-exempt status, or as a nonprofit organization.

Partnership Guidelines (Updated June 2024)

- Community-based applicants are strongly encouraged to apply with an artist or arts organization as a Partner.
- Artists and Arts organizations are strongly encouraged to apply with a community-based individual or group as a Partner.
- Individuals, groups, or organizations that are both community-based and arts-based are welcome to apply with additional partners, but this is not required if the applicant represents both the community connection and arts elements for the application.

Does a community need to be linked to a specific neighborhood?

A community can be tied to a specific geographic location in Louisville, and can also be a community linked by a common interest, such as gardening or dance, or a community linked by a common culture, such as an immigrant community or the LGBTQ+ community.

What makes an individual, group, or organization community-based?

Ideally a community-based applicant will be embedded in and reflect their neighborhood or community. This could be true of a variety of applicants including individuals, restaurants, neighborhood associations, or nonprofit organizations, among others.

What makes a strong Partner?

A Partner makes a significant contribution to the event, ideally deepening the community connection or the arts component.

For example, this might be true of a venue, if the venue is also providing outreach to a specific community in which the venue is embedded. This might also be true if a venue is providing significant artistic support. A venue is less suitable as a Partner if they are simply providing space or logistical support, but not deepening the community connection or the arts component.

An individual artist or arts organization will be a stronger Partner if their presence is central to the event. An artist or arts organization will also be a stronger Partner if they are involved in the planning and creation of an event, rather than simply being hired by the Applicant. Likewise, a community-based individual or group will also be a stronger partner if they are involved in the planning and creation of an event, or if their presence is central to the event.

Are there requirements to be a Partner?

A Partner will provide a Statement of Commitment letter, included in the application. This letter will include a Partner's name, signature, and address; the primary applicant's name; acknowledgement of partnership; and the Partner's roles and responsibilities.

An individual, group, or organization may serve as a Partner.

A Partner does not necessarily need to receive funding from the grant to be considered as a Partner and could be providing support as an in-kind donation. Applications will be stronger if some compensation for artists is included in the budget.

Can an event have multiple days or occurrences?

An event can have multiple days or occurrences (i.e. an event series), but most occurrences should take place within the grant period.

If the event lasts multiple days and all days are free and accessible, multiple budgets are not needed.

If the event lasts multiple days and not all days or aspects of the event are free and accessible to the public, an applicant may submit a PDF containing a budget for the overall event, as well as an additional budget specific to the free component.

Please note:

- Applicants and Partners must share Fund for the Arts' commitment to equity, diversity, and inclusion.
- You do not have to be a 501(c)(3) or be affiliated with a 501(c)(3) to apply for Community Event Mini-Grants. If you apply as an individual or as a non-tax-exempt organization or group, and are selected for a grant award, your grant award will be considered taxable income by the Internal Revenue Service.
- Applicants who are previous and/or current Fund for the Arts grantees must be compliant with all grant requirements and reporting in order to be eligible for this grant opportunity.

Eligible and Ineligible Requests

Eligible Requests

- Event must contain an element that is artistic in nature, including either performance, exhibit, culinary arts, or creation and engagement in artistic exercise.
- Event should include a physical, in-person event to happen in a specific neighborhood in Greater Louisville.
- Event budget should be reasonable and sufficient to execute the project within the project period.
- Event must be free and open to the public

Ineligible Requests

- General operating support.
- Fundraisers.
- Re-granting.
- Religious or primarily faith-based programs or organizations receiving a significant portion of their funding from a religious organization.
- Advocacy of specific political causes or candidates.
- Fund for the Arts will not award grant support to organizations that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief. In doing so, we seek to promote respect for all people.

How often may a person, group, or organization apply?

- Applications are accepted on a rolling basis and may be submitted at any time during the year.
- An applicant may only submit one application per grant cycle.
- If a grant is awarded, applicants will be required to wait for the next 3 grant cycles before applying again.
- An event or event series is eligible to receive one grant per year.
- If an event receives funding, applicants will be required to wait for the next 3 grant cycles before being eligible to apply again, and during that time, different applicants are not eligible to apply for the same event or event series.
- Applicants are not required to resubmit their application. If an application does not receive funding and the event date has passed, the applicant can apply for a new event at any time.
- Organizations, groups, or individuals serving as Partners or fiscal agents for another awarded project may apply for their own event during the 12-month period.
- We strongly recommend that you begin your application in advance of the due date to familiarize yourself with the online grant portal and to address any technical concerns.

Funding Limit and Match Requirements

Is there a funding limit?
Applicants may request between $500 and $5,000 in Mini-Grant funding.

1:1 Match Requirement for Funds Requested above $2,000
- Applicants may request up to $2,000 without any requirement for matching funds.
- A 1:1 match is required for all funds requested above $2,000, so that a $2,500 request would require a $500 match and a $5,000 request would require a $3,000 match.
- This is also true for requests that fall between the amounts listed in the table below, so that a request of $2,736, which is $736 above the $2000 mark, would require $736 from other cash or in-kind donation sources listed in the budget.
- In-kind donations of goods or services can help supplement or make up the entirety of the match component. If a venue or partner donates a space typically rented out for $2,100, then an applicant could request $4,100 without any additional cash funding.

Request	Amount of Request over $2,000	In-Kind + Cash Match Needed
$500	-	$0
$1,000	-	$0
$1,500	-	$0
$2,000	-	$0
$2,500	$500	$500
$3,000	$1,000	$1,000
$3,500	$1,500	$1,500
$4,000	$2,000	$2,000
$4,500	$2,500	$2,500
$5,000	$3,000	$3,000

What is an In-Kind Donation?
An In-Kind donation is a donation of goods or services, rather than a cash donation. Some examples of in-kind donations would be the donation of a space for an event, a donation of food, or a donation of design services. The donor should determine the cost of the donated items or services.

Format and Materials for the Application

The Mini-Grant Application consists of 5 main sections
1. Contact Information
2. Community Event Information
3. Attachments
4. Budget
5. Demographic Information

Contact Information

Contact information includes information such as name, email, and address for:
- The individual, group, or organization applying for the Mini-Grant
- The leader of the community event, group, or organization
- The primary contact for the application

In some cases, one person might serve as applicant, leader, and primary contact

Community Event Information

This is the main section of the application. There are spaces to list event logistics such as the event title, dates, times, and location.

There are also three spaces to answer questions around the event, applicant capacity and experience, and the event's connection to community.

Please describe what will be taking place at your community event, especially how arts are incorporated into the event.
If you are working with a Partner, please name them and describe their roles and responsibilities in the event as part of this description.
500 word count

Describe your organization, group, or yourself, including your capacity and experience relevant to producing this event.
This may include past project examples or (if applicable) past iterations of the proposed Mini-Grant Event. You may also include your mission or artistic statement, previous attendance records, newsletter followings, or marketing and outreach plans for the event. This could also include your Partner's capacity, if applicable.
500 word count

Community Connection

What community are you prioritizing for this event?
Provide as much descriptive demographic data (i.e., race/ethnicity, age, ability, income level, common interest, history in the area, etc.) about the neighborhood or community as possible.
250 word count

How does the community prioritized in this event have a voice in shaping the event?
Please also describe how you, your partner, or your organization's leadership and staff reflect the composition of the community (or communities) prioritized for this event or are already embedded in these communities.
250 word count

What effect do you anticipate this event having on the community? How do you plan to measure this impact?
Measurement tools could be as simple as a survey or speaking to attendees during or after the event.
250 word count

Attachments

There are three possible types of attachments to include in the application:
1. Partner Statement of Commitment Letter
2. Up to Two Work Samples
3. Nonprofit Designation Letter

1. Partner Statement of Commitment Letter
- If you are planning your event with a Partner, you must submit a commitment letter from the Partner listed in the application.
- Requirements: Partner's name, signature, address, and primary contact information; Applicant's name; acknowledgement of partnership; and Partner's roles and responsibilities. A Partner Letter Template is available [here.](#)
- If you are an applicant that is both community-based and arts-based applying without an additional Partner, we encourage you to use this space for a community recommendation or endorsement from a collaborator regarding this event.

2. Work Samples
You may submit up to two additional documents that include work samples or materials already created for this or prior community events. This should give a sense of the anticipated event or your previous work. Work samples may include but are not limited to: flyers, short videos of past events (less than 5 minutes is recommended), event layout plots, event photos, or examples of work from an artist connected to the event.

For each work sample, you may attach a file (PDF preferred) or provide a YouTube or Vimeo link in the description field.

3. Nonprofit Designation Letter
If you are applying as a nonprofit organization, attach your IRS determination letter.

Budget
Budget Attachment
- A Mini-Grant Event Budget template is linked here.
- Helpful tips for Mini-Grant Budget & Budget Template are linked here.
- An example budget is linked here.

To help ensure that all pertinent budget information is included, and to help set applicants up for success, we have included the budget template and other materials linked above.

Although we strongly recommend using the provided template, it is not a requirement. If you make use of another budget format, please include specific line items, the amount needed for each item, the total cost of the event, the amount you are requesting from Fund for the Arts, and all other anticipated or secured sources of funding or donations.

The Budget section includes three shorter questions:

What amount are you requesting from Fund for the Arts in this application?

What is the total projected cost of the event?

What is the total projected event funding from sources *other than the Fund for the Arts*, including the value of in-kind donations of goods or services?

There is also one longer question in this section of the application:

How is the Applicant, Partner, and/or community invested in this event?
If applicable, you may reference in-kind donations or funds already allocated or anticipated for the event. You may also reference other ways the Applicant, Partner, and community might be invested in the event, such as work already put toward the project, past reliable turnout, community support for an individual or organization, or past positive feedback.
500 word count

Demographic Information

There are five questions around demographic information. The first three ask about race/ethnicity, gender, and communities an applicant might be a part of, such as the refugee community or the neurodiverse community.

The final two questions ask the applicant to describe the demographics of the organizational leadership team and the event leadership team.

Examples:

Organizational Leadership Team
Artistic Director - Black or African American woman
Associate Artistic Director - White LGBTQ man

Event Leadership Team
Event Producer - White, queer nonbinary person
Lead Artist - Black or African American woman
Main Site Liaison - Hispanic or Latino & Black or African American man and member of the refugee community

Grant Criteria and Review Process

All applications will be reviewed and evaluated by a panel consisting of community volunteers who represent a broad range of artistic and cultural viewpoints, geographic, racial, and ethnic diversity, and a strong, proven desire to support our local arts ecosystem. Panelists review and score applications in the Fund for the Arts' online grant portal. All panelists are required to review and sign a Confidentiality & Conflict-of-Interests Statement.

If you are interested in volunteering to be a part of a community review panel, you can apply to serve as a panelist by filling out the short form on our website.

Receiving a Community Event Mini-Grant is a competitive process. Applications are scored by reviewers who will discuss all applications submitted for a particular round and make a recommendation for funding based on the scoring criteria, as well as overall alignment with Fund for the Arts mission, vision, and values.

Fund for the Arts staff members do not score applications. Staff manages all administrative and logistical tasks necessary to conduct the grant review including providing the Grant Review Panel with resources and an orientation to ensure they can evaluate applications effectively and monitoring the process for any potential conflict of interest.

Proposals will be scored on the following criteria:
- Description of the Community Event and Arts Component
- Applicant Capacity and Experience with Similar Projects
- Applicant or Partner Community Connection and Event Impact
- The project budget is feasible, and the matching requirement for any funds requested over $2,000 is met
- The applicant, partner, and community are invested in the event.
- All eligibility requirements are met. There is evidence that the event includes components that are free, community-based and arts-focused. If there is a Partner, the Partner's inclusion deepens the community connection or arts component.

The full Community Event Mini-Grant Scoring Rubric provided to reviewers is available here.

Mini-Grants Cycle Timeline

Fall/Winter Cycle

- Applications received through Thursday, July 3 are eligible
- Notification to applicants by Friday, August 1
- Grant Period – events happening September – February
- Grant Report due by February 28

Winter/Spring Cycle

- Applications received through Friday, October 17 are eligible
- Notification to applicants by Friday, November 14
- Grant Period – events happening December – May
- Grant Report due by May 31

Spring/Summer Cycle

- Applications received through Friday, January 16 are eligible
- Notification to applicants by Friday, February 13
- Grant Period – events happening March – August
- Grant Report due by August 31

Summer/Fall Cycle

- Applications received through Friday, April 17 are eligible
- Notification to applicants by Friday, May 15
- Grant Period – events happening June – November
- Grant Report due by November 30

Reporting and Recognition Guidelines for Grantees
Reporting

[Click here for the Mini-Grant Report Questions and Guide](#)

- Report the number of artists, or arts organizations who were paid through the grant award.
- Report attendance numbers with information on age and race.
- Share 1-3 stories of impact on the neighborhood and 1-3 photos/videos from your event.
- Report the primary neighborhood(s) (and council district(s) that your event impacted.

Recognition

Include Fund for the Arts logo on any materials printed or distributed digitally, in accordance with event sponsorship guidelines. This may include marketing, advertising, signs, programs, or other materials. Fund for the Arts may ask you to display a banner or sign. If so, this will be provided to you.

Other Resources

One resource is our virtual office hours every **Tuesday at 4 pm** where the Community Investment & Support team is available to answer questions related to grant applications, grant reports, and support opportunities, and other additional work of Fund for the Arts.

[(Click here to join the meeting.)](#)

The Community Event Mini-Grant webpage on the Fund for the Arts website is another resource. There is a recorded zoom information session about the Community Event Mini-Grant as well as links to press releases listing Mini-Grant recipients from previous rounds.

Questions?
Contact the Fund for the Arts Community Investment & Support team at [grants@fundforthearts.org.](mailto:grants@fundforthearts.org)