

GRANT GUIDELINES & CRITERIA

Please forward completed Application Form to:

Cincinnati Arts Association
Attn: Brenda Jones
650 Walnut Street
Cincinnati, OH 45202

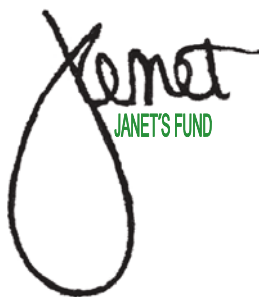
The ***Janet's Fund*** Grant Application is available for download as a Microsoft Word File or an Acrobat Reader File. Please visit <http://www.cincinnatiarts.org/janetsfund> or e-mail bjones@cincinnatiarts.org.

Janet's Fund is a grant opportunity for the incremental education and training of operations support staff in Cincinnati's performing arts community. The endowment fund (initially valued at more than \$500,000) was established by Janet Taylor, a Cincinnati native who spent her lifetime career working in a variety of performing arts management roles. Her last position was as the Vice President and General Manager for the Cincinnati Arts Association. Janet died in October 2006 at the age of 56, leaving a legacy of accomplishments in the performing arts industry.

Fund Objective: The objective of ***Janet's Fund*** is to sponsor incremental education and training for those individuals engaged in operations support roles with performing arts organizations in the Greater Cincinnati Area.

Eligibility Requirements:

- The applicant must be (or associated with) a performing arts organization or an organization that has an established, distinct, performing arts component/program.
- The organization must be non-profit, with 501(c)(3) status or an application on file to become non-profit.
- The organization must be based in the immediate eight-county area. These are Hamilton, Butler, Warren and Clermont counties in Ohio; Dearborn County in Indiana; and Boone, Kenton and Campbell counties in Kentucky.
- Individuals may also apply through an eligible organization that is acting as a fiscal agent. The organization must meet eligibility requirements above.



Funding Description:

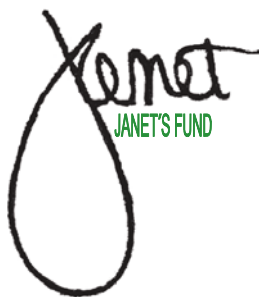
- Operations Oriented – The focus of the fund is on performing arts positions that involve technical, backstage or operations support, such as lighting, scenery, theater maintenance, front-of-house services, ticketing operations, etc. Performance or arts administration support such as artist training, dance coaching, conductor workshops, administrative or marketing and public relations seminars, etc. **would not be eligible.**
- Incremental – The purpose of the Fund is to provide incremental education and training that is not normally a part of an organization's annual budget. Applications that allow an additional person(s) within an organization to attend a training session where the organization's budget would normally only allow sending a single person are eligible and encouraged.
- Any performing arts organization or individual that is declined may reapply for consideration in any future grant period.
- Groups or individuals may apply for more than one proposal in a single grant period. Each proposal must be submitted on a separate application.
- Consideration will be given to non-repeat awards.
- Grant awards may include up to 100% of the reasonable costs of the training (travel, registration fees, meals, lodging, etc.), but may not include additional costs not directly related to the training itself, e.g. personnel costs, entertainment of others, etc.
- Grant awards may be used as "matching funds" to allow organizations or individuals to further leverage them. Grant applications which include private or organizational matching funds are encouraged.

Application Requirements:

1. All applications must be typed. No handwritten applications will be accepted.
2. Descriptions must be specific and detailed as to how the grant funds will be applied.

Documentation of non-profit status. Submit one of the following:

1. Documentation of Federal IRS 501(c)(3) tax exempt status. In the case of an individual, a letter of support from an eligible organization must accompany the application.
2. Copy of articles of non-profit incorporation status with the State of Ohio.
3. Documentation of current, pending non-profit incorporation status with the State of Ohio.



Grant Review/Award Process:

- The **Janet's Fund** Advisory Board, consisting of a volunteer group of community leaders and performing arts organization representatives, will review applications within four to six weeks after the application deadline. A list of current panel members is available upon request.
- The applicant organization submits a completed original application and support materials to the Cincinnati Arts Association. All proposals that meet the grant criteria will be presented to the Advisory Board for their consideration. All decisions are final. Submission deadlines are listed below. All applications and support materials must be delivered or postmarked by the deadline. The Advisory Board may award additional grants during the year to capture last minute opportunities as funds allow.
- Grant applications will be accepted twice a year. Deadline for Application shall be April 30th and October 31st.
- Each applicant will receive notification of their award determination for each application period.
- Each grant recipient will be required to submit a summary of the training they received, key learning and how it will be leveraged within their organization or career. Each grant recipient must supply a detailed expense accounting versus the approved grant request prior to receiving reimbursement. Reimbursement will be made for the grant amount or actual expenses incurred, whichever is lower.

Janet's Fund is managed by the Cincinnati Arts Association (CAA) in conjunction with an independent dedicated Advisory Board. CAA will provide the necessary administrative support, including the legal and fiscal responsibility for the **Fund** and its activities.