



## Grand Junction Commission on Arts and Culture Grant Training

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### **Time Frame:**

|                                      |  |
|--------------------------------------|--|
| Grant online:                        | Dec. 12, 2022  |
| Trainings:                           | Dec. 28, 2023, at 9:00-10:00 am OR<br>Jan. 17, 2023, at 3:00-4:00 pm |
| Application Deadline:                | Feb. 1, 2023, at 5:00pm  |
| Application distributed to GJCAC:    | Feb 3, 2023  |
| Questions sent out to organizations: | Feb. 14, 2023  |
| Responses due from organization:     | Feb 16, 2023, by 10:00 am  |
| Organization Presentations:          | Feb. 20, 2023 (Backup-22) Assigned day/time will be sent via email   |
| Grant Decisions:                     | Feb 23, 2023   |
| Organizations Notified:              | Week of February 28  |
| Funding Distributed:                 | *Throughout the month of March                                       |

Once your application is reviewed, the GJCAC may have specific questions. Please refer to the above timeline as to the due date of responses. Failure to respond will disqualify the application.

\*Based upon return of requested paperwork.

### **Communication is the key!**

Communication between the GJCAC Liaison and applicants will be via email. This includes questions regarding your grant application, scheduling of initial presentation, notification of awards, grant adoption information, promotional materials, and follow-up presentation once the project is completed.

**Make sure the emails on the application are correct and that you frequently check them.**

### **Proper Grammar**

Check for spelling and grammatical errors. Don't rely on spell check. Give your application to someone else that is unfamiliar with the content to see if what you say makes sense.

### **Focus your content**

Read each question carefully and make sure that each component of the question is addressed. Be concise – generally, less is more.

Review the Criteria and Goals and align your project accordingly.

### **Financials**

Double check your budget.

Organization is encouraged to pursue multiple funding options.

Clearly explain deficits or profits.

GJCAC does not fund scholarships. Honorariums are for performances or services, not rewards for entries.

## **District 51 Schools**

Applications from individual schools will not be accepted. District 51 should apply on behalf of an individual school program.

## **Presentations: Bring your project to life and sell us on your idea!**

Bring a copy of the application to your presentation for yourself.

Do not read from your application or repeat information in your application.

You will have up to 3 minutes to present and 3 minutes for any additional questions from the GJCAC

You are expected to address five points in your presentation:

1. Meaningful anecdote about organization illustrating past successes or future vision.
2. Something special about the project.
3. What the City's money will be used for.
4. Community Impact of your project.
5. How will your project be affected if you don't receive funding from GJCAC.

You will have a scheduled time to present, however you are welcome to come early or stay afterwards and listen to other presentations. (It can be a great learning experience!)

## **Once you've received a grant here's what's expected**

All required paperwork will be distributed via email. Please save these documents in a file.

You will be expected to use the GJCAC logo on all your promotional material.

If you have not already, you will register your organization with [www.gjarts.org](http://www.gjarts.org).

Your project will be adopted by an Art Commission member. You will be sent an email with their contact information. You are expected to supply marketing material, photos (guidelines below), and tickets (if applicable) to the member. They will in turn promote your project on the website and Facebook. If your event is ticketed, you will provide at least 2 tickets free of charge for your adoptee to attend the event, evaluate it, and give you feedback.

**Marketing Plan:** You are required to schedule a phone or in person meeting with the Parks and Recreation Administrative Assistant to go over your marketing plan. This is a great opportunity to ask questions and decide the best way to promote your event and target your desired community. Once granted funding you will receive an email to schedule.

**Photos:** These images or documents are to be used for the Commission posting on our Facebook page or website. They are to be images for web base use only. They need to be in the common .jpg format, not a PDF. The jpg should be titled: eventnamedate.jpg. The resolution should be dropped to 72. The size should be no bigger than 11 inches by 14 inches to save space and up/download time.

## **Upon Completion**

Fill out the final report: <https://gjcacy.seamlessdocs.com/f/grantfinal>

Schedule your final presentation to the GJCAC during a regular meeting held the 4<sup>th</sup> Wednesday of every month at 4:00pm, within 60 days of project completion. You will have 5 minutes to creatively capture your event.

**Failure to do so will disqualify your organization for applying for a grant from the Commission for 2 years.**

