



GRANTS FAQ (Frequently Asked Questions)

Applications for local, state, regional and national grants can often be a daunting task, especially when it's your first time. The following FAQ's have been prepared to help you get ready.

Where can I find grant resources?

Some (but not all) resources can be found at these sites:

- National/Federal Grants:

<http://www.nea.gov/grants/apply/index.html>

<http://grantspace.org/> use search engine to search for "arts grants"

<http://www.thenonproftimes.com> use search engine to search for "arts programming"

http://www07.grants.gov/applicants/find_grant_opportunities.jsp use search engine to search by keyword or category

<http://foundationcenter.org> under "newsletters" you can sign up for free Arts "Funding Watch" newsletter

<http://www.nyfa.org> Look under "for artists" for nationwide grants, residencies, training and more. Organizations can look under "For organizations"

- Regional Grants:

<http://www.maaa.org> click on the "find funding" tab

- State Grants:

<http://www.arts.ok.gov/grants.html>

- **Local Grants:**

http://www.ovac-ok.org/ForArtists/for_artists_grants.cfm

<http://www.normanarts.org/grants/>

How will I know if I'm ready?

Do some homework about what the Grantmaker wants to fund. Grantmakers publish eligibility requirements in their grant announcements to help applicants evaluate their readiness. It's important to read the eligibility requirements carefully to make sure your organization, the project, the team, and the circumstances meet all the requirements. Following are examples of requirements from the 2012 announcement from the National Endowment for the Arts -- Our Town Grant. These notes were made after listening to a webinar, interviewing a previous award recipient, and carefully reading through the grant announcement.

Some of the questions asked by the grant maker were:

- Are there a significant amount of local dollars and in-kind support already dedicated to the project prior to the application being made? Are there other funding sources?
- Does applicant should have a long history of art programming/activity prior to the grant application? Is this start-up money for a new idea?
- What is the capacity and experience of the applicant agency? Project leadership team bios are important, especially when they show experience and skill in making previous, similar projects a success.
- Is there evidence of community need? Find surveys, plans, studies, or other evaluations exist to show the need in the community. Be prepared to describe who (demographics/geography) in the community will be impacted or benefit from your proposal.

If you find that your group is not ready, use your time to prepare for the next announcement. Some, but not all grants are often announced at the same time each year.

How far in advance should I begin working on a grant application?

Begin working on an application between 12 to 6 months prior to the published deadline. There are many steps that rely on the actions of others or that may be outside your control.

- For example, the public process for obtaining a recommendation from the Arts Commission and Resolution of Support from City Council can take between 90 to 60

days. Contact the Office of Arts & Cultural Affairs as soon as you're considering a grant application requiring a City of Oklahoma Letter of Support. The City's Liaison can assist you in navigating the process and in understanding the deadline dates for application to the Arts Commission for a recommendation and sending that recommendation to City Council for a vote. The City of Oklahoma City is a public agency accepting applications from a variety of sources so be sure to contact the City's Liaison as early as possible to understand the process.

When you apply for a grant, you'll also want to make sure you have evidence of support from:

- The Board of Directors of your organization
- The Board of Directors from any partnering organization

Obtaining evidence of support can be in the form of board meeting minutes describing the action and voting that took place in support of the application. This is especially necessary when pledging cash and in kind resources from a non-profit organization.

Many national grant opportunities require advance registration on websites, making advance planning and time allocation imperative.

What does the OKC Arts Commission consider when making a recommendation to City Council for an organization's grant application?

- Does the applicant meet or exceed minimum eligibility requirements?
- Does the applicant have the capacity to carry out and report its findings?
- Will the project be strategic for the needs of the community or competitive amongst several groups who may compete for the same funding?
- Is there sufficient evidence presented to support the need for the project?

Who do I contact to get a support letter from The City of Oklahoma City for a grant application or if I have more questions?

If the grant application is to carry out Arts or Cultural activities, contact the Liaison in the Office of Arts & Cultural Affairs to discuss:



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<http://www.okc.gov/arts>