



2025

**COMMUNITY ARTS GRANTS**

Guidelines and Application Instructions

# ABOUT THE PROGRAM

Dublin Arts Council’s Community Arts Grants (CAG) program provides a continued commitment to support and invest in the arts in Dublin. By granting funds to nonprofit organizations and supporting arts projects with primary impact in Dublin, Ohio, Dublin Arts Council strives to ensure a healthy community in which a variety of art forms, organizations and artistic projects can flourish. Since 2014, Dublin Arts Council has invested over \$250,000 in more than 60 arts projects, championing dozens of organizations and hundreds of artists and audiences.

Program Details	
Annual grant opportunity open to 501(c)(3) organizations	Activities must directly impact the Dublin, Ohio community
Support for single or series of arts activities/projects	Average awards range from \$2,000 – \$5,000
Open to all art disciplines (visual, performing arts, literary arts, among others)	Awards support DAC’s mission: to engage the community, cultivate creativity and foster life-long learning through the arts.

## 2025 Grant Application Timeline – Key Dates

- Application Due..... November 1, 2024
- Staff Eligibility Review..... November 2024
- Committee Review..... Week of January 6, 2025
- Board Approval..... Week of January 13, 2025
- Grant Agreements and Award Disbursement..... Late January 2025
- Final Reporting Due..... February 6, 2026

# ELIGIBILITY

In order to apply, organizations must meet the following criteria. Applicants who do not meet these criteria will not be considered for funding.

## Applicants:

- Must be a registered 501(c)(3) non-profit organization.
- Proposed project(s) must have a primary impact in Dublin, Ohio.
- Projects must take place from January 1, 2025 – December 31, 2025.
- Must align with Dublin Arts Council's mission: To engage the community, cultivate creativity and foster life-long learning through the arts.
- Must align with Dublin Arts Council's vision statement: A community of those who live, work, visit, play and learn in Dublin, in which the arts are embraced and nurtured; and through the arts, lives are enriched, diversity is celebrated and the economy is enhanced.
- Must adhere to Dublin Arts Council's anti-discrimination policy: Dublin Arts Council recognizes the contributions that people of different races, gender, nationalities, ages and religions have made to the world of art. Discrimination on the basis of race, gender, sexual orientation, nationality, age, politics or religion will not be tolerated.
- Projects must not have the primary purpose of presenting political or religious ideologies.
- Must submit accurate and detailed budgets that reflect the project and need for financial support.
- Should not look to Dublin Arts Council as the only form of financial support.
- Repeat applicants must be in good standing with previous CAG final reporting mandates.

## Restrictions:

- Individuals, fiscal agents, K-12 schools or universities are ineligible to apply.
- Applicants that do not have primary impact in Dublin, Ohio.
- Applicants that offer activities outside the period of Jan. 1 – Dec. 31, 2025.
- Only one application per organization is allowed each year.

# FUNDING CRITERIA

A successful grant application will demonstrate Dublin Arts Council's three funding criteria: (1) Artistic Quality, (2) Public Benefit, and (3) Organizational Capacity. A review committee will evaluate each application, providing a score and comments based on the three funding criteria. The maximum number of points is 100, with each criterion worth between 30 to 40 points.

## **Artistic Quality: (30 points)**

An organization's ability to offer a meaningful and high-quality project.

- Project is an outstanding example of an engaging, high-quality artistic activity.
- Project has a clear and detailed description.
- Project aligns with Dublin Arts Council's mission and vision statements.
- Artistic/administrative personnel are highly qualified and roles are clearly defined.

## **Public Benefit: (40 points)**

An organization's ability to impact the community through its project.

- Project offers activities with primary impact in Dublin, Ohio.
- Project goals are clearly defined.
- Project engages participants in a deep and meaningful way.
- Project includes a clear plan to promote accessibility and inclusion of diverse audiences.
- Project includes a clear and effective evaluation plan to measure project impact.
- Programming incorporates feedback and/or assessment to ensure its relevance to the community.

## **Organizational Capacity: (30 points)**

An organization's ability to successfully manage and execute its project.

- Project has a clear and detailed implementation plan with a realistic timeline.
- Organization has a history of successful project implementation.
- Project offers a clear marketing and promotional plan.
- Project budget is detailed, balanced and realistic.
- Financial documents (Income & Expense Statement, Balance Sheet, In-Kind Support) are accurate, aligned with proposal narrative and offer multiple forms of financial support above and beyond Dublin Arts Council support.

# APPLICATION PROCESS

## 1. Pre-Application

Download and review this Guidelines and Application Instructions document to build your knowledge of the program and funding criteria. Read each eligibility requirement to verify your organization and project qualify for this funding opportunity. If you are a new applicant, get connected with Dublin Arts Council. Staff is available to answer questions and provide technical support. Contact information is below.

## 2. Application Deadline – November 1, 2024

The application and supporting documentation are due on Friday, November 1, 2024 by 5 pm. Please submit all completed materials to Katy Marque, Education & Development Manager, by email at [marque@dublinarts.org](mailto:marque@dublinarts.org) or by mail to Dublin Arts Council, 7125 Riverside Drive, Dublin, Ohio 43016. Mailed materials must arrive by the deadline.

All grant materials can be accessed online at [dublinarts.org](http://dublinarts.org).

### Applications must include:

Completed application form

Following support documents (either as files or hyperlinks):

- o Publicity/marketing examples
- o Fundraising examples/mailers
- o Staff bios
- o Sample evaluation tool
- o Image(s)/video file(s) of programming

Current and previous fiscal year income/expense statement

Current balance sheet

Project Budget

## 3. Staff Eligibility Review - November 2024

Submitted applications will undergo an eligibility audit by Dublin Arts Council staff. If the organization fails to meet the eligibility requirements, the application will not be

forwarded to the review committee and the applicant will be notified. If the applicant is eligible, but additional information is needed, staff will send a notification.

**4. Updated Application Information - December 1, 2024**

For all applicants, if the proposed project details have been altered or updated from the time of submission (November 1, 2024), a project update can/must be submitted by Dec. 1, 2024 to Katy Marque at [marque@dublinarts.org](mailto:marque@dublinarts.org). This update will be given to the review committee at the time of their review.

**5. Committee review & board approval – January 2025**

All applications will be reviewed and scored by the Community Arts Grants Review Committee, which is composed of Dublin Arts Council board members. Committee members present funding recommendations to the full board based on their review and the amount of funding available. Recommendations will be reviewed and approved by Dublin Arts Council's Board of Directors. This is a competitive grant process. Not all applicants will receive funding, and not all applicants selected for funding will receive their requested amount.

**6. Award notification – Late January 2025**

Following board approval, applicants will receive notification of the results along with panel comments in January 2025. If funding for a Community Arts Grant is approved, payment is provided after the organization has met with DAC staff and signed a grant agreement.

**7. Grant Compliance – January - December 2025**

For the entire grant period, Jan. 1 - Dec. 31, 2025, the grant awardee will execute the funded project(s) as detailed in their grant application, acknowledging Dublin Arts Council's support when appropriate. If applicable, please promptly notify Dublin Arts Council staff of any changes to the proposed grant activities as outlined in your grant application.

**8. Final reporting – February 6, 2026**

A final report will be due following the conclusion of the funded project no later than Friday, February 6, 2026 at 5 p.m. This final report should include:

- Documentation of how funds were spent
- Detailed description of activities, including reach and attendance figures
- Examples of publications/collateral that demonstrate use of the Dublin Arts Council logo and/or verbal/written credit of Dublin Arts Council's support
- A sample evaluation tool and summary of data
- One to two project photos (JPEG or PNG)

Failure to submit the grant final report in a timely and complete manner will jeopardize future funding.



## **CONTACT INFORMATION**

**Dublin Arts Council**

7125 Riverside Drive

Dublin, Ohio 43016

**Katy Marque**

Education & Development Manager

614-889-7444

[marque@dublinarts.org](mailto:marque@dublinarts.org)