



Community Cultural Connections (CCC) Grant Guidelines (FY25)

The *Community Cultural Connections* grant program strives to make arts and culture more accessible to underserved populations in Hamilton County, Tennessee, particularly in the realm of geography, ethnicity, age, and individuals with disabilities. During FY25, we encourage CCC applicants to help us bring arts programming to more rural parts of Chattanooga-Hamilton County, such as Highway 58 to Birchwood, Soddy Daisy, and Ooltewah.

The *Community Cultural Connections* grant program is available to individuals, government entities, neighborhood associations, community organizations, ethnic/cultural organizations and clubs, emerging arts organizations and groups, and faith-based organizations. 501(c)3 status is not required.

For *Community Cultural Connections* grant questions, information, and consultation, contact: **Melissa Astin, Manager of Grants & Community Engagement** (melissa@artsbuild.com / 423.777.4214).

Application Deadlines

There is a rolling deadline, meaning that applications are accepted at any time, based on availability of funds. Funding cycle runs from October 1, 2024 through June 22, 2025.

General Grant Description

The goals of the program are to:

- Impact new and diverse audiences – in areas that historically have been less infused with arts and culture experiences. [ArtsBuild Programming Mapping Project](#).
- Broaden the types of arts and cultural offerings supported by the community, including established and emerging artists and arts organizations.
- Use arts and culture to strengthen community unity.
- Demonstrate the positive economic impact of arts and culture.

Grants will be funded up to \$2,000. Acceptance of funds gives permission for ArtsBuild and our financial auditors to access your records and financial statements, as necessary, to ensure compliance with award requirements.

Groups or organizations must provide funding and/or in-kind donated services for the grant project. Past CCC grant recipients may re-apply if their grant project demonstrates growth or if they have a new project.

Accessibility

ArtsBuild is committed to providing equitable and accessible granting programs and processes. We want to make sure that everyone and every group who wants to apply for this grant can do so. Applicants may **request a paper copy** of the application or upload a **video or audio recording** of the main narrative of their application into the grant portal.

Grant Eligibility

Who is eligible to apply?

- Individuals (artists or individuals committed to furthering arts & culture)
- Government Entities (Cities and Towns in Hamilton County, Tennessee)
 - Parks and Recreation Centers
 - Other Governmental Departments
- Neighborhood Associations
- Community Organizations
 - Social Service Agencies
 - Service Clubs
- Ethnic/Cultural Organizations and Clubs
- Emerging Arts Organizations and Groups
 - Mission includes providing programming for underserved populations and/or enhances our community by diversifying arts and culture opportunities in Hamilton County (eligible disciplines listed below).
 - May be a program within a non-arts organization.
- Faith-based Organizations
 - Activities must be secular in nature and open to the public.
 - Faith-based organization groups or clubs serving underserved populations.

Who is *not* eligible to apply?

- ArtsBuild's Mission Support grant recipients
- Schools (public, private, home school groups)
- PTA groups
- Organizations and groups based outside of Hamilton County, Tennessee

What types of projects are eligible?

Types of arts and cultural offerings funded may include, but are not limited to:

- Festival performances and exhibits
- Special performances and exhibits by residents
- Special performances and exhibits by performing arts and visual arts groups
- One day workshops
- Art/Cultural classes
- Trips to local cultural resources

Note: Offerings must be within the disciplines of:

- **Visual Art:** 2D, 3D, Projection, Installation
- **Fine Craft:** Excellence working with a particular traditional material or medium.
- **Media:** Film or Photography
- **Performance:** Dance, Music/Instrumental, Theatre or Vocal
- **Literary Arts:** Fiction, Children's/Young Adult Literature, or Poetry

What types of project expenses are eligible?

- Local artist/arts organization fees
- Supplies/small equipment
- Local transportation
- Rental fees
- Marketing
- Documentation
- Assessment tools
- Project Director fees (no more than 10% of total funding requested)

What type of projects expenses are not eligible?

- Permanent staff positions of an organization
- Capital improvements (buildings or construction)
- Major equipment purchases
- “Seed money” for starting new organizations
- In-school projects
- Fundraisers

Additional Grant Information

- All project activities funded through this program must be open to the public.
- Participant and audience numbers must be tracked.
- Expected project outcomes must be stated and assessed.
- Project must be documented.
- Project must include publicity that recognizes ArtsBuild and the Community Cultural Connections grant program (via marketing and during event).
- Individuals granted funds **will receive a 1099 and be responsible for paying federal taxes.**
- Grants will be paid in two installments. A payment schedule will be outlined in the grant contract with 75% of project funding provided up front and the remaining 25% provided at the completion of the project and submission of a final report.

Grant Priorities

ArtsBuild prioritizes and encourages projects that take place in the areas where we have not supported significant engagement over the past 5+ years. We have created a Google map with help from the Chattanooga Design Studio illustrating the geographic reach of our grant-making, arts education, and arts leadership programs. We have used this mapping project to help us specifically identify the areas of our county that are currently underserved.

Follow the link below to look at the interactive program map, to find out more information about the Programming Map project, and to find areas in which ArtsBuild is looking to support more engagement.

- [ArtsBuild Programming Mapping Project](#)

Application Information and Tips

Applicant Profile

- The primary contact should be the person responsible for implementing the project and the main contact with ArtsBuild.

Artist and/or Organization Information

- A 501(c)3 status is not required. However, please check the appropriate box for our records.
- A UEI # is not required. If your organization has one, please include it in the application.
- All grant recipients must submit a W-9 to receive grant funds.
- An established bank account is required.

Project Information

- Groups/Organizations: Please provide your mission statement or the purpose of your group or organization. Describe who you serve and how arts and culture are currently included within your group or organization.
- Artists/Individuals: Please tell us about yourself. Share any pertinent links for yourself or any artists participating in the project. Describe any exhibitions and/or public art projects that you or the

artist(s) involved have implemented in the past.

Project Description: Artistic Quality, Merit and Excellence

- Describe your vision for the artwork or project. Tell a story. Why this project?
- The artworks/projects should provide high-quality arts experiences for viewers and participants plus demonstrate artistic excellence.
- List and discuss how the artist(s) or art organization(s) will be involved in the project.
- Address how your project is directly connected with the mission and goals of the grant program to provide more arts and culture to underserved populations.

Project Impact

- What do you think will happen because of this project? What are the benefits to the various entities connected to the project (artist(s), organization, and public).
- Describe how this project will help meet your needs or those of your group or organization.

Project Location

- ArtsBuild will be prioritizing and encouraging projects that take place in the areas where we have not supported significant engagement over the past 5 + years.
- Please be sure to review the [ArtsBuild Programming Mapping Project](#) when planning the locations and audiences for your project.

Project Planning & Management

- Planning is an important part of the project. Make note if there is a team or committee involved in the planning.
- This narrative should demonstrate that you and/or your organization have the capacity to implement a successful project and demonstrate artistic merit.
- If this is a new project, what is your previous experience in implementing a similar project?
- If this is a continuing project, how will it be expanded?

Community Connection & Engagement

- This narrative should show how you have engaged the community you will serve in the planning and design of your project and what community assets or resources you are using or expanding upon.
- List or describe your marketing efforts. How will the project be communicated to your community, those you serve and the public?
- How does the leadership of your project or organization reflect the demographics of the community or group you plan to serve with the CCC funding?

Documentation and Assessment

- Documentation tells the story about the process of the project and showcases the finished artwork. Measuring success is an assessment of how your desired outcomes were met. How will your project be documented and evaluated? How will you share your completed project with ArtsBuild?
- What does success look like to you? Assessment tools and strategies should be described to measure the success and impact of your project for the public. Think about how you can measure how your desired outcomes can be met through gathering feedback via surveys or online engagement as an example.

Project Funding

- Describe in detail how the grant funds will be used as well as how you or your organization will support the project through in-kind services or other funding sources.
- The budget narrative should be detailed and include all expenses and any other income sources.

Project Budget – Expenses:

- List *all* items that will be covered by grant funds.
- All listed items should at least add up to your requested grant amount.
- ArtsBuild will only support artist/performers expenses for **artist/performers who reside in Hamilton County.**

Project Budget – Income

- List all project costs that will be covered by other grants/individuals/organizations/donations/in-kind contributions.
- Use your best estimate of the value of time, materials, facility usage, supplies, etc. that you or your organization will contribute to the project.

Work Sample

- Provide at least 3 past work samples. If you have format questions, please reach out to us.

Nondiscrimination Policies

As a condition of receipt of grant funding, grantee and entities associated with grant project acknowledge and agree to ensure that the funded project is implemented in full accordance with the U.S. Constitution, federal law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination (2 CFR 200.300).

- Title VI of the Civil Rights Act of 1964;
- Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency;
- Title IX of the Education Amendments of 1972;
- Age Discrimination Act of 1975;
- Americans with Disabilities Act of 1990;
- Section 504 of the Rehabilitation Act of 1973;
- The National Environmental Policy Act of 1969;
- The National Historical Preservation Act of 1966;
- Debarment and Suspension;
- Drug Free Workplace Act;
- Lobbying;
- Davis-Bacon and Related Acts (DBRA), as amended;
- The Native American Graves Protection and Repatriation Act of 1990;
- U.S. Constitution Education Program;
- And Prohibition on use of funds to ACORN or its subsidiaries.

Applicants are required to notify ArtsBuild if they need clarification of any of the above.

Grant Evaluation Criteria

Grants will be evaluated by our grant panel based on the following evaluation criteria:

- Project provides high quality arts and culture experiences for the participants and demonstrates artistic excellence.
- Project clearly connects to the mission of the grant to make arts and culture more accessible to underserved populations.
- Group or organization demonstrates capacity to implement the project and demonstrate artistic merit.
- Planning process is in place and a reasonable timetable to implement the project has been set.
- The budget is reasonable to implement the project.
- The outcomes for the project are clearly stated and attainable.

- The communication tools with constituents and public are in place.
- Plans for documentation and assessment strategies are adequately addressed.

Please contact **Melissa Astin, Manager of Grants & Community Engagement**, at 423.777.4214 or melissa@artsbuild.com with any questions about the CCC grant.

ArtsBuild warrants and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the programs and services or in the employment practices on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional or statutory law.