



2023 CITY OF BIRMINGHAM COMMUNITY ARTS GRANT PROGRAM
THIS PROGRAM IS FUNDED AND MADE POSSIBLE BY THE CITY OF BIRMINGHAM
AND ADMINISTERED BY CREATE BIRMINGHAM.

GRANT PROGRAM OVERVIEW:

The Community Arts Grant Program will support four community arts collaborations that benefit the City of Birmingham with grants of \$10,000 each. Funded projects will take place between March 1 and December 1, 2023.

Each community collaboration supported will be a partnership between an artist or arts organization and a community organization from a non-arts sector. The primary partner must have nonprofit status and be located within the municipality of the City of Birmingham.

Funded projects will use the arts to address an issue impacting the City of Birmingham, will take place in one or more of the City of Birmingham communities and neighborhoods listed [here](#), and will be accessible to the general public.

Examples of issues addressed include but are not limited to civic advocacy and engagement, public health or safety, racial justice, restorative justice, education, and social or legal services.

Collaborations eligible for funding include but are not limited to workshops, performances, concerts, festivals, demonstrations, screenings, and readings.

Priority consideration will be given to projects involving small to mid-sized arts organizations and/or individual artists. Projects may be first-time collaborations or continuations of existing work.

Each project must identify two lead partners. Organizations and individuals may not serve as lead partners on more than one application. If both partners have nonprofit status, the arts organization should serve as the lead partner for the application process.

Projects must provide 1:2 matching funds (50 cents for every dollar awarded). The total budget must be at least \$15,000: \$10,000 to be covered by this grant if awarded and \$5,000 in matching funds drawn from other sources. Matching funds may be in-kind, cash, or a combination of both.

Applications will be reviewed by a nine-person panel appointed by the Birmingham City Council. The funding criteria and scoring rubric will be available for reference throughout the application process.

Questions may be emailed to communityarts@createbirmingham.org. Staff will also be available for 30-minute meetings in person and via Zoom that can be requested by email at this same address.

Complete details on eligible applicants and projects can be found on Create Birmingham's website under [Eligibility Check](#) and [Grant Application Requirements](#).

KEY DATES:

October 31, 2022: All application information and materials available
November 25, 2022 at 5:00 pm: Eligibility Check materials due
November 30, 2022: Notification of eligibility to apply
December 30, 2022 at 5:00 pm: Application due
January 3-27, 2023: Panel review of applications
February 3, 2023: Notification of funding decisions
February 10, 2023: Grant agreements completed
February 28, 2023: Grant funds disbursed
March 1-December 1, 2023: Project period for funded activities
December 8, 2023: Project reports due

FIRST ROUND: ELIGIBILITY CHECK

Open October 31, 2022 through November 25, 2022 at 5:00 pm

If both partners have nonprofit status, the arts organization must serve as the primary partner for the application process.

All Eligibility Check submissions must provide the following documentation to advance to the second round of consideration.

- City of Birmingham business license,
- IRS 501c3 letter of exemption,
- Documentation of City of Birmingham business address,
- IRS Form-990 for the most recently completed fiscal year,
- Audit or financial statement for the most recently completed fiscal year, and
- List of current board of directors.

Applicants will be notified of qualification for the second round of consideration by November 30th.

SECOND ROUND: APPLICATION

Open December 1, 2022 through December 30, 2022 at 5:00 pm

All eligible applicants must submit an application that will include:

- A description of the project, including timeline and location
- A description of both partners and their roles in the project
- A description of how the project serves City of Birmingham citizens
- A project budget form detailing expenses and sources of matching funds
- A partnership agreement form signed by both partners, and
- An IRS Form W-9 signed by the primary partner.

PANEL REVIEW OF APPLICATIONS: January 3, 2023 through January 27, 2023

An initial application review will be conducted by Create Birmingham staff to confirm that all applications are complete.

Applications will then be evaluated and scored by a panel consisting of one volunteer representative from each of the City of Birmingham's nine districts, appointed by their respective City Council members.

NOTIFICATION:

Applicants will be notified of the status of their proposal by February 3, 2023, with grant agreements to be completed by February 10, 2023.

Funds will be disbursed by February 28, 2023 for project activities taking place between March 1, 2023 and December 1, 2023.

REPORTING:

A brief narrative and financial update will be required 60 days before key project activities, on a date to be determined as part of the grant agreement.

A final narrative and financial report will be due by December 8, 2023, or approximately 60 days after the completion of the project, whichever comes first.

Under the terms of the grant agreement, grantees must agree to an audit of project expenses if requested by Create Birmingham or the City of Birmingham.