



2024 GWINNETT COUNTY PUBLIC SCHOOLS (GCPS) ARTS MICRO GRANT GUIDELINES

ABOUT GCPS ARTS MICRO GRANTS

Gwinnett Creativity Fund (GCF) Project Grants will provide support for Gwinnett County Public Middle and Elementary Schools arts and music programs and may be applied to expenses such as art supplies and musical equipment.

The application is open to Gwinnett County Schools only and can be accessed here:

<https://exploregwinnett.smapply.io>

ABOUT GWINNETT CREATIVITY FUND (GCF)

The Gwinnett Creativity Fund recognizes the arts' inherent value and seeks to increase Gwinnett County's profile as a cultural, inclusive destination where the arts educate, elevate, and inspire. This grant is developed, administered, and managed by Explore Gwinnett Tourism + Film and funded by Gwinnett County.

The Gwinnett Creativity Fund goals are to elevate and grow arts/cultural organizations, enhance arts programming, reach culturally underserved audiences, and enhance Gwinnett County's economic and cultural landscape.

2024 GCPS ARTS MICRO GRANT TIMELINE

- **Application Period: February 1- rolling deadline (open until maximum number of schools apply)**
- **Notification: End of March**
- **Final Expenditure Documentation due by October 1, 2024**

ORIENTATION

It is recommended schools interested in applying for a Gwinnett Creativity Fund Grant attend a brief orientation session prior to submitting the application. The orientation session covers:

- How to apply
- Required documentation
- Eligibility criteria
- Application timelines

More information on orientation, questions, or to book an orientation session, contact gcf@exploregwinnett.org.

ELIGIBILITY

This is an up-front grant, however, it requires complete expense documentation to include detailed receipts. Note: screen shots of purchased item is NOT sufficient, and lost receipts may require repayment to the Gwinnett Creativity Fund.

- Priority for funding will be given to Gwinnett County Public Middle Schools Arts and Music applicants.
- Grants up to \$1500 will be given to the school Art and/or Music department.
- There may only be one award per school.

Eligible Applications must:

- Include eligible expenses incurred between April 1, 2024, and October 1, 2024
- Completed application should be submitted through the online grant portal.
- If the grant is awarded, recipients must submit detailed documentation of funds spent including a spreadsheet of expenses, a signature page of both applicant/teacher and principal and copies of eligible receipts by October 1, 2024.

ELIGIBLE USES OF GRANT FUNDS: Support for Arts and Performance Programming and Production materials, resources and items including but not limited to:

- Art Supplies, materials, and tools
- Art Equipment
- Musical Instruments
- Music Sheets
- Royalties and Scripts
- Theatrical Productions
- Film and Video Equipment

HOW ARE SCHOOLS EVALUATED AND PRIORITIZED AND FUNDED?

Completed applications are reviewed and scored by an impartial panel. The panel will award funding based on a weighted matrix.

If awarded, grant funds will be paid in full so teachers may avoid upfront “out of pocket” costs, however, lost receipts or insufficient expense documentation may result in a partial or total repayment of grant funding to the Gwinnett Creativity Fund.

Documentation Requirements

- Signature page with Arts Teacher and/or Arts Department Head and Principal signatures
- IRS Form W-9
- Spreadsheet with itemized list of funds spent (item and amount)
- Dated, itemized receipts documenting funds spent (item screenshots or non-itemized receipts are not acceptable documentation.)
- Optional (but encouraged) High resolution images of at least three (3) pieces of student artwork (music or performance video) of work created as a result of this grant award. Works will have the opportunity to appear in a digital gallery.

HOW DO I LEARN MORE ABOUT GWINNETT CREATIVITY FUND?

Gwinnettcreativityfund.com or gcf@exploregwinnett.org