



# THE GREATER CINCINNATI FOUNDATION

## **Aronoff Center for the Arts Rental Subsidy Program** *Rental Subsidy Grant Guidelines and Criteria*

### **About the Rental Subsidy Grants**

The Greater Cincinnati Foundation established the rental subsidy grant program to assist small non-profit arts organizations with rental fees at the Aronoff Center for the Arts with the intent to make the Aronoff Center available to as many community arts groups as possible.

The rental subsidy program is administered by the Cincinnati Arts Association; however, an independent panel, consisting of volunteers from the community who have connections to the arts, reviews the applications and awards the grant amounts.

### **Questions about the grant process:**

Joyce Bonomini, VP Education and Community Engagement, Cincinnati Arts Association  
[jbonomini@cincinnatiarts.org](mailto:jbonomini@cincinnatiarts.org) or (513) 977-4163

### **Rental Subsidy Review/Award Process**

- A. The submission process is online, <https://cincinnatiartsassociation.submittable.com/submit>
- B. For each project: the applicant organization completes the online application form and uploads the budget worksheet, support materials, proof of non-profit status and list of current board of directors.
- C. Submission deadlines are listed below. No applications will be accepted after the deadline.
- D. The Aronoff Center Rental Subsidy Review Panel reviews the applications within six to eight weeks after the application deadline. A list of current panel members is available upon request.
- E. The panel determines rental subsidy award(s). All panel decisions are final.
- F. Each applicant will receive notification of their rental subsidy award determination for each performance period.
- G. Awards are applied to the organization's settlement. No funds are forwarded directly to the organization.

### **Grant Period**

<b>Quarter</b>	<b>Date Application Due</b>	<b>Project Period</b>
First	September 30	January—March
Second	December 31	April—June
Third	March 31	July—September
Fourth	June 30	October—December

## Eligibility Requirements

- A. The applicant must be a small arts organization or a small organization that has an established, distinct, arts component/program, or an individual artist may apply through an organization that is acting as a fiscal agent.
- B. The organization must be a non-profit with 501(c)(3) status, or have an application on file to become a non-profit.
- C. The organization must be based in the eight county area served by the Greater Cincinnati Foundation. These are: Hamilton, Butler, Warren and Clermont counties in Ohio; Dearborn County in Indiana; and Boone, Kenton and Campbell counties in Kentucky.

## Funding Restrictions

- A. Grant funds subsidize **rental cost only**. Technical services, personnel, and ticketing costs are not subsidized.
- B. **Application must show financial need.**
- C. Rental subsidy funds may not be used in lieu of payment of deposit.
- D. No organization shall be granted more than 25% of the total fund in one grant year.
- E. Any organization that is declined rental fee income for a performance period may reapply for consideration in any future performance period.
- F. Groups may apply for subsidy for more than one production in a single grant period. Productions with a total rent of \$500 or less per production may be submitted on the same application, but each production must have a separate estimated project budget. Productions with a rent greater than \$500 each must be submitted as separate applications.
- G. If a production overlaps a grant period, apply for rental subsidy in the grant period that coincides with the majority of rental dates. For example: *if the rental dates run from September 15 through October 21, then the application deadline would be June 30, as more rental dates occur in October than in September.*
- H. Rescheduling of project: if an organization receives a rental subsidy grant for a project and has to reschedule, the funds will transfer to the new date(s) if it is within 12 months of the original project date. However, if the project must be rescheduled a second time or if the reschedule date is more than 12 months after the original date(s), then the organization forfeits the grant and must reapply.

## Requirements If Receive a Grant

- A. Organizations that receive funds agree to acknowledge on all printed materials, as follows:  
*“This production is supported in part by a grant from the Greater Cincinnati Foundation Aronoff Center Rental Subsidy Fund.”*  
If space permits, the Greater Cincinnati Foundation logo should also be included.
- B. A report and support materials of the project must be submitted at the end of the project. Please complete the online form and upload any samples that acknowledge the Greater Cincinnati Foundation Aronoff Center Rental Subsidy Fund.  
<https://cincinnatiartsassociation.submittable.com/submit>. To ensure ongoing compliance and eligibility, it is recommended that project reports are submitted in a timely manner.

# APPLICATION REQUIREMENTS

Application and all support materials must be submitted online, <https://cincinnatiartsassociation.submittable.com/submit>. First time users will have to create an account.

## Documents to Include with Application

- A. **Aronoff Center Rental Subsidy Budget Worksheet**, available online [www.cincinnatiarts.org/plan-your-event/aronoff-center-rental-subsidy-program](http://www.cincinnatiarts.org/plan-your-event/aronoff-center-rental-subsidy-program).
- B. **Documentation of non-profit status. Submit one of the following:**
  - documentation of Federal IRS 501(c)(3) tax exempt status
  - copy of articles of non-profit incorporation status or pending non-profit incorporation status with the state in which business is conducted
- C. **Sample of support materials, select and submit no more than three key printed materials from the following:**
  - a piece of promotional literature
  - a newsletter or other publication
  - a newspaper or magazine article
  - a program from a past performance
- D. **A Board of Directors list of the organization**

## Applicant Tips

- The Rental Subsidy Panel periodically reviews all application materials. Please ensure you are using the current forms, guidelines and criteria.
- Project descriptions must be specific, detailed, and applicable to the production for which the subsidy funds are being requested.
- Applicants should upload any support materials pertaining to the project.
- Preference will be given to projects/programs/activities that are:
  - educational to the community
  - innovative and creative
  - contribute to diversity of programming and audience
- Sixty-five percent of an applicant's evaluation score is based on the level of detail and accuracy included in the project description, including how the project conforms to the above criteria.
- Twenty-five percent of evaluation is based on accuracy of budget and financial need.
- Ten percent of evaluation is based on fulfillment of the application requirements.
- Estimated ticket revenue should relate directly to the figures presented for estimated attendance.