



ELEVATE Arts Festival - Request for Project Proposals

City of Atlanta – American Rescue Plan Act (ARPA)

Application Deadline: 5:00 PM EST, July 27th, 2022

Project Proposals for ELEVATE: Open Spaces

In 2022, ELEVATE plans to utilize American Rescue Plan Act (ARPA) grant funds on all-inclusive project proposals for large programming and projects that will have a spectacular impact and attract multitudes. We are focusing on all areas of Atlanta and prioritizing outdoor programming.

To be considered for this grant please build a detailed project proposal including your artistic vision, subcontractors, location, and date. We are accepting proposals that are all-inclusive and provide funding opportunities for artists as well as organizations. All proposals must be original, innovation and exciting. Proposals for all cultural disciplines are encouraged.

Eligibility

Artists and arts organizations must have a verifiable City of Atlanta address. (see more information on proof of address on page 5)

Budget Levels

\$20,000, \$30,000, \$40,000

ELEVATE is looking for impactful public art and cultural proposals for exciting, newsworthy projects and events. Budgets should be all-inclusive, including all materials, production, space rental, permitting, insurance, staffing, artist paint, equipment, and any other necessary costs.

Project Details

ELEVATE: Open Spaces will activate communities throughout Atlanta with art and cultural activities for four (4) consecutive weekends, September 16th-October 9th.

In 2022 ELEVATE plans to utilize grant funds for all-inclusive public art proposals focusing on outdoor activations and programming. We would like to see large projects that will be

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exciting, original, and progressive. All artistic mediums are encouraged. Projects should engage audiences in communities within the schedule below. City of Atlanta artists, artist groups, arts organizations, and businesses are invited to apply.

To be considered for this grant please submit a detailed project proposal including your curatorial vision, subcontractors, location, budget, and date. Written confirmation of location availability is required from business or property owner as part of this proposal. Proposals should provide funding opportunities for artists as well as the sponsoring organization.

Projects must be free and open to the public (free ticketing is allowed). Outdoor events are strongly encouraged.

Calendar:

WEEK 1

9/16-9/18

WEEK 2

9/23-9/25

WEEK 3

9/30-10/2

WEEK 4

10/7-10/9

Possible areas of interest

- Miami Circle galleries
- Atlanta History Center
- Shops of Buckhead
- GA Tech
- CODA
- Bank of America Plaza
- Midtown Alliance
- Freedom Park
- Little 5 Points
- Poncey-Highland Beltline
- Woodruff Park
- University campus
- Underground
- The Rialto Theater
- Libraries
- Castleberry galleries
- The Atlanta University Center
- Cascade Springs Nature Preserve
- The MET
- B-Complex
- The Plaza Theater
- The Starlight Theater

*This list is a sample of possible activation areas; grant applicants should feel free to focus on alternate locations in the City of Atlanta



Project Examples

- Series of Artworks or performance in Cascade Springs Nature Preserve.
- Programming centered around Mt. Olive Cemetery and the history of African American neighborhoods in Buckhead.
- Educational or Lecture based programming with Fulton County Libraries
- Mural projects with multiple mural installations and an event surrounding the installation.
- Dance Performances
- Theatrical Performances
- Outdoor programming and art installations

*Project Examples show some project ideas that we would like to see proposals for. Grant applicants are welcome to apply with other programming ideas.

Project Budget and Payment Structure

Project levels are \$20,000, \$30,000, \$40,000

Please include detailed budget information on the [Budget Breakdown Template](#) and your total required funding. This will be used to validate expenditures.

Funding request must match one of the above budget levels.

Projects will be provided 50% of the designated awarded amount upon signing of the grant agreement.

Once the initial 50% has been spent the grantee will submit a report with receipts and proof of payment to receive an additional 40%.

The remaining 10% funds will be provided once awardee can complete the reporting process. Project should be complete, and all expenses must have proof of expenditure to close grant and receive final 10% payment.

Eligibility

Applying individual artists, primary artists within a group, businesses, and organizations, must be an Atlanta resident or have an Atlanta based studio or office, must be 18 years or older, and must have proven presenting experience. Proof of residence or studio must be verifiable with current lease, showing residence from July 14th, 2021 (or before), or eligible utility bill (gas, electric, water) received at same address from the last 3 months.



The selected projects will be asked to sign a release form, permit use of the selected images and enter into a grant agreement with Invest Atlanta.

All applicants, regardless of race, sex, religion, nationality, origin, or disability will be considered.

Grant Overview

The Mayor's Office of Cultural Affairs (OCA) and Invest Atlanta are seeking public art projects that promote healthier living environments and **outdoor recreation and socialization to mitigate the spread of COVID-19**. Our mission is to promote rich, diverse, and educational cultural experiences; nurture artists and arts organizations; preserve and protect the city's cultural heritage.

The U.S. Department of the Treasury's launch of the Coronavirus State and Local Fiscal Recovery Funds established by the American Rescue Plan Act (ARPA) of 2021, provides \$350 billion in emergency funding for eligible state, local, territorial, and Tribal governments.

Per Section 2.18 of the U.S. Department of Treasury's Frequently Asked Questions (FAQs) issued June 24, 2021, the purpose of Elevate 2022 is to utilize cultural arts as a means of addressing the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19. Elevate 2022 is made possible by the Atlanta City Council's allocation of ARPA dollars.

Pursuant to **Section 2.17** of the FAQs, governmental entities are authorized to provide funding to individuals or businesses that fall within a population or group that was negatively impacted by COVID-19. From 2019 to 2020 the US arts economy shrank at nearly twice the rate of the economy as a whole. In Georgia arts and culture employment during this time decreased 13%, dropping from 154,259 to 134,217. Elevate 2022 will provide opportunities for affected artists and arts organizations to receive financial support to present programs citywide that encourage city residents to get outside and have opportunities to enjoy culture. Investing in the arts directly improves the health of the broader economy, including boosting tourism, travel, and spending at hotels and restaurants.

Invest Atlanta and the City of Atlanta - Mayor's Office of Cultural Affairs' vision is to enhance the quality of life through arts and culture, and to contribute positively to the social and economic health of Atlanta and the region which has been adversely impacted by COVID-19.



Submitting an application

Applicants are required to attend a one-hour, online workshop in order to be eligible for grant funds.

Sessions will take place:

- Friday, July 15th at 12:00pm
- Saturday, July 16th at 10:00am
- Monday, July 18th at 6:00pm
- Tuesday, July 19th at 8:00am

Sign up for a workshop [HERE](#)

Past ELEVATE American Rescue Fund Grantees are eligible for 2022 funding only if they have completed the granting process for 2021 prior to applying.

Submit all materials as a PDF via email to efisher@atlantaga.gov.

All emails should be titled **ARTIST NAME: ELEVATE 22**.

Include the following information in the body of your email:

- Artist's First and Last Name
- Project Title
- Project Mediums
- Email Address
- Mailing Address
- Phone Number

Please see the attached **ARPA – Building your application packet** for detailed information on building a complete proposal. Refer to the **ARPA - Reporting** for information on eligible and ineligible expenses along with what constitutes “proof of payment”.

Submissions must be received by **5:00 pm July 27th, 2022**.

Submissions received after this deadline and those that are found to be incomplete will not be reviewed.

It is the responsibility of the applicant to ensure that submissions are complete and arrive in the office by the deadline.

Proposals will be reviewed by the Office of Cultural Affairs in coordination with Invest Atlanta.



Building Your Application Packet

ARPA - ELEVATE Arts Festival

Submitting an Application

Individuals:

Requirements:

1. Current CV or bio that includes contact information: address, telephone number, email and website. (2 pages)

2. Project Description (up to 3 pages)

A. Clearly describe this proposed project and how you will achieve it.

B. Proposed venue, location presenting partners.

Please provide:

contact information

location

address of location

dates

times

as many additional confirmed details in a concise manner
as possible

C. Detailed budget utilizing [Budget Breakdown Template](#)

D. Please include a short description describing how you have been negatively impacted by COVID and/or how this project will promote healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

E. Include information on how you will provide the last 10% of funding prior to submitting final receipts for reimbursement.

3. Supporting materials:

Performing Artist or multi-disciplinary projects

- Submit a link to a video (YouTube) or recorded materials (SoundCloud) of at least 2 work samples. Please indicate the 3-minute time span that should be reviewed. If this is not indicated, the first 3 minutes of the link will be considered only.

Visual artists proposing an exhibition, murals or site-specific installation are encouraged to confirm the location.

- Submit at least 5 images and no more than 10 images: Integrate your images into a PDF document with Artist name, title, year, medium, location, size, and price under each artwork.

Literary Artist - submit at least 2 work samples (pdf of a 3-page excerpt of the work) or a video as described above under Performing Artist or multi-disciplinary projects.

4. General information

Requirements:

Completed [W9](#),

Completed [Duplication of Benefits Certification Form](#),



SAVE Affidavit,

Copy of the applicant's GA Driver's License (must match Grantee Authorization Form and SAVE Affidavit)

Proof of residency

driver's license (REQUIRED)

and at least one of the following:

current lease or mortgage note showing residence for over 1 year in the grantee's name

an eligible utility bill from last 3 months with the applicant's name on it, gas Power or water are considered

studio lease located in the city showing rental under the grant applicants name for over one year

Business:

Requirements:

1. Current CV or bio that includes contact information: address, telephone number, email and website. (2 pages)

3. Project Description (up to 3 pages)

A. Clearly describe this proposed project and how you will achieve it.

B. Proposed venue, location presenting partners. Please provide contact information, address of location and as many confirmed details in a concise manner.

C. Confirmed dates and times.

D. Detailed budget utilizing [Budget Breakdown Template](#)

E. Please include a short description describing how you have been negatively impacted by COVID and/or how this project will promote healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

F. Include information on how you will provide that last 10% of funding prior to submitting final receipts for reimbursement.

- Submit at least 5 images and no more than 10 images: Integrate your images into a PDF document with Artist name, title, year, medium, location, size, and price under each artwork.

Literary Artist - submit at least 2 work samples (pdf of a 3-page excerpt of the work) or a video as described above under Performing Artist or multi-disciplinary projects.

5. General information:



Completed [W9](#),

Completed [Duplication of Benefits Certification Form](#),

[SAVE Affidavit](#),

Copy of the applicant's GA Driver's License (must match Grantee Authorization Form and SAVE Affidavit)

Completed [Authorized Grantee Representative Form](#),

Copy of the 2022 Registration with the Secretary of State (this must prove business is located in City of Atlanta)

Copy of the City of Atlanta 2022 Business License



Non-profit

Requirements:

1. Current CV or bio that includes contact information: address, telephone number, email and website. (2 pages)

3. Project Description (up to 3 pages)

A. Clearly describe this proposed project and how you will achieve it.

B. Proposed venue, location presenting partners. Please provide contact information, address of location and as many confirmed details in a concise manner.

C. Confirmed dates and times.

D. Detailed budget utilizing [Budget Breakdown Template](#)

E. Please include a short description describing how you have been negatively impacted by COVID and/or how this project will promote healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.

F. Include information on how you will provide that last 10% of funding prior to submitting final receipts for reimbursement.

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5. General information:

Completed [W9](#),

Completed [Duplication of Benefits Certification Form](#),

Completed [Authorized Grantee Representative Form](#),

[SAVE Affidavit](#),

Copy of the applicant's GA Driver's License (must match Grantee Authorization Form and SAVE Affidavit)

Proof of 501C3 IRS Form 1023 or 1024 (this must prove business is located in City of Atlanta)

Copy of the 2022 Registration with the Secretary of State (this must prove business is located in City of Atlanta).



Helpful Links:

State Registration:

<https://sos.ga.gov/how-to-guide/how-file-annual-registration>

Link to COA business license

Apply

<https://www.atlantaga.gov/government/departments/finance/revenue/applying-for-a-business-license>

Renew

<https://www.atlantaga.gov/government/departments/finance/revenue/renewing-your-business-license>

Application Documents:

<https://www.elevateatlart.com/arafpaperwork>



Reporting – ARPA

Paperwork for submittal for Payment

Payment 2:

ARP Cover sheet
Budget comparison excel
Change in use cover sheet (only if budget use changes)
Change in use letter (only if budget use changes)
Expenditure excel
Invoices/Receipts
Proof of payments

Payment 3:

ARP Cover sheet
Budget comparison excel
Change in use cover sheet (only if budget use changes)
Change in use letter (only if budget use changes)
Expenditure excel
Invoices/Receipts
Proof of payments
Proof of Event

See sample of a payment packet [HERE](#).

Eligible payment types from Grantee to vendors:

Cash – business receipt must read cash and have information on purchases, vendor invoice must be dated and signed by the vendor and have CASH written on copy.

Check – include receipt or invoice and cancelled check from your bank statement

Credit, Debit – Include receipt that show payment by credit or debit or invoice and redacted bank statement showing deduction from an account under grantee name

Digital Payments - Include invoice and redacted bank statement showing deduction from an account under grantee name

Eligible Expenses:

Project management
Materials



event space
equipment rental
contractors
artists
insurance (only for ELEVATE time period activation takes place)
food or nonalcoholic beverages that are free to attendees
graphic design
marketing
administration

Ineligible Expenses:

Transportation: Flights, Uber fares, car rental, gas, milage, etc.
Food & Beverage for staff and artists – food and beverage can be included if it is for attendees
Alcohol
Expenses outside the grant timeline: expenses must show they were purchased between the date in which the Grant Agreement was executed and November 7, 2022.
Banking Fees

Sub-contractors, including artists, who are not the grantee, are free to sell merchandise and food and drink but the grantee cannot sell merchandise, tickets, food, or drink.

Projects must be free and open to the public (free ticketing is allowed).

When submitting receipts any changes in costs and budget use will require written justification.

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SAMPLE INVOICE:

BILL TO:
GRANTEE
ADDRESS

From:
VENDOR NAME, VENDOR

INVOICE #: REQUIRED
DATE: DATE

FOR:
Description

DESCRIPTION	Quantity	Cost Per	Amount
Description	#	\$00.00	\$00.00
TOTAL			\$00.00
AMOUNT PAID			\$00.00
AMOUNT DUE			\$0