



**Grant Guidelines**  
*Updated 09-28-23*

**OUR VISION**

A community where Trenton arts organizations and artists thrive. When the arts thrive, Trenton Thrives!

**OUR MISSION**

To support artists and arts organizations in the City of Trenton while working to preserve the history and culture of the vibrant Trenton community.

**OVERVIEW**

The Trenton Arts Fund (TAF) is a field-of-interest fund of the Princeton Area Community Foundation. TAF was established in 2018 by Trenton residents who felt strongly that the arts help make Trenton a great place to live, work and visit. Each year, TAF raises funds to support local artists and arts organizations, both emerging and established, by offering operating and project related grants to qualified organizations in response to proposals submitted.

Post-Covid, we know that many arts, culture and history organizations are facing challenges in rebuilding and attracting audiences, especially younger people. Projects of particular interest this year are ones that address these issues in innovative and game-changing ways, and that support the work or projects of individual, Trenton-based artists.

**DIVERSITY, EQUITY AND INCLUSION**

The Trenton Arts Fund supports the Community Foundation's commitment to improve the quality of life of the most vulnerable in our regional footprint and collaborate with community organizations that embrace diversity as a value and practice. Achieving diversity requires an enduring commitment to inclusion, fully expressed in the organizational culture, values, norms and behaviors. We support a commitment to diversity in all its forms, encompassing but not limited to age, race, gender identity, religion, marital status, sexual orientation, national origin, and disability.

## **WHAT WE FUND**

### **One-year grants: ranging from \$1,000 to \$5,000**

Projects and programs and/or operating expenses for arts, arts education, culture and history organizations in the City of Trenton including but not limited to the following:

- Public performances, educational activities, and exhibits.
- Innovative programs that specifically support Trenton's children, teens, and young people as well as programs or projects that support the work of innovative individual artists in the City of Trenton.
- Programs that revitalize the City of Trenton through the arts.
- Programs that provide meaningful and transformative experiences for young people and families.
- Programs and projects that aim to attract returning and new, younger audiences.

## **ELIGIBILITY CRITERIA**

An applicant must have tax-exempt status under Section 501(c)3 of the Internal Revenue Service Code, be a publicly supported charity under Section 509, and be registered with the NJ Division of Consumer Affairs as a charity in good standing.

For more information, please visit: <https://www.njconsumeraffairs.gov/charities/Pages/FAQ.aspx>

To check your status, you may visit: <https://njconsumeraffairs.state.nj.us/public-charity-search-results>

Nonprofit organizations may apply for a grant from the Trenton Arts Fund regardless of whether they have applied for funding from the Community Foundation's other grantmaking programs.

## **Targeted Geography**

Applications will be accepted from organizations that operate and provide services within the City of Trenton. The organization must maintain physical office space in the City of Trenton.

## **WHAT WE DO NOT FUND**

- Services outside the above stated geographic region
- Organizations whose focus is outside of the City of Trenton.
- Endowment-building campaigns
- Fundraising appeals, events, and routine expenses associated with fundraising
- Field trips, unless part of a larger educational effort
- Sports teams, unless part of a larger educational effort
- Sponsorship of conventions
- Lobbying and other political activities
- Fraternal and religious activities
- Tax-supported and government-operated basic programs and services (e.g., core curricular school activities or essential police and fire services)

## APPLICATION REQUIREMENTS

Your electronic application must include the following:

1. Project name
2. Requested Amount
3. Project Budget
4. Description of Project or Operational Support
5. Targeted Geographic Service Area
6. Organization's Operating Budget
7. Mission Statement
8. Organization's history and accomplishments in Trenton
9. Organization's role in the discipline
10. Path forward
11. Completion date for activities
12. Most recent IRS Form 990
13. Fiscal Sponsor Agreement (if applicable)

TAF accepts applications from organizations with 501c3 status who act as a Fiscal Sponsor to an organization that does not have their own 501c3 status, especially new, up and coming organizations that may just be forming. **The fiscal sponsor is the applicant** – not the organization being sponsored – and **all payments would be made to the fiscal sponsor** – not the organization being sponsored. For any application that has a fiscal sponsor, a Fiscal Sponsor Agreement or Memorandum of Understanding is required along with the application.

You must file your application online **by 12:00pm on the deadline date, October 25, 2023**. Applications received after the deadline will not be reviewed. You will receive an automated email confirmation that your proposal has been received and an approximate timeline for the review process. All required documents can be uploaded into your online application. **Your application is considered incomplete and will not be reviewed if any of the required information is not received by the 12:00pm deadline.** It is very important for you to check your application thoroughly.

## SELECTION CRITERIA

### The proposal...

- fits within the Trenton Arts Fund grant guidelines.
- is aligned with the TAF Mission.
- demonstrates a commitment of the organization to arts, history or culture in the City of Trenton.
- has clear and achievable outcomes.
- includes a budget aligned with the request.
- demonstrates financial stability through the IRS Form 990.

**Grant Information Session(s):** There will be a virtual **Grant Information Session on Monday, October 9<sup>th</sup> from 11:00am – 12:00pm**. This session highlights key aspects of the grant guidelines and application process. Applicants are encouraged to attend and ask questions. Attendance is not a prerequisite to apply for a grant; however, to attend the information session, registration is required and only granted to organizations eligible to apply. To register, please visit the [Trenton Arts Fund webpage](#).

**Award Decisions:** Grant awards are funded by the Trenton Arts Fund at the Princeton Area Community Foundation. They are distinct from discretionary grants awarded by the Community Foundation. TAF grant awards are recommended by the Fund’s Advisors for approval to the Board of the Community Foundation. Grantees are notified of the Fund’s decisions via email by Community Foundation staff. Grantees are encouraged to publicize their awards through press releases, newsletters, websites, and annual reports, and to acknowledge support of the ***Trenton Arts Fund at the Princeton Area Community Foundation***.

**Use of Grant Money:** Grant money must be used exclusively for the purposes and activities specified in the grant application. Grantees may be required to return grant funds not used in the manner described in their grant proposal. Grantees should notify the Community Foundation as soon as possible if their needs or circumstances change.

**Reporting Requirements:** Grantees are required to submit a brief end-of-grant narrative including financial reports and all project evaluation data, lessons learned, changes that will be made in future endeavors that are similar, and any unintended consequences. Failure to complete and submit reports will result in your ineligibility to apply for future funding.

**Non-Discrimination:** The Community Foundation supports projects that promote inclusiveness and that do not discriminate based on race, gender, religion, marital status, sexual orientation, gender identity, age, national origin, disability, or any other characteristics protected by law.

**Key Dates for 2023**

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|---------------------|------------------------------------------------|
| • Friday, Sept 29   | Grant Application Opens                        |
| • Monday, Oct 9     | Virtual Grant Info Session (11:00am – 12:00pm) |
| • Wednesday, Oct 25 | Requests due at 12:00pm                        |
| • Monday, Dec 4     | Award and decline notices sent                 |
| • Friday, Dec 22    | Payments sent to award recipients              |