

# WEAVE-A-DREAM

## Program Guidelines

Cultural Resources Department



### **PURPOSE**

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The City of Savannah Weave-A-Dream Program (WAD) is a project-based grant program that provides grants up to \$5,000 to eligible small and emerging organizations with ongoing activities serving the community, to implement new and innovative projects that diversify and expand Savannah's creative sector, inspire and engage youth, and increase appreciation and exposure to art and multi-culturalism.

### **PRIORITIES**

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Projects must include measurable performance outcomes and must align with the City's efforts to:

- Increase economic growth through skill-building, employment and entrepreneurship
- Expand art and culture to new audiences and participants
- Engage, develop and inspire young people
- Enrich the quality of life in Savannah

Projects can encompass a variety of artistic disciplines and a range of program formats, including: visual arts, performing arts, literary, culturally-based, and arts-integrated technology projects. Priority is given to projects that:

- Actively engage the community
- Promote communication, skill development, entrepreneurship and education
- Have a realistic implementation plan
- Are open and accessible to the public
- Demonstrate a broad range of community support – whether financial or volunteer/in-kind
- Collaborate and partner with non-arts organizations as a strategy to broaden access, increase the impact of services, and expand the pool of available resources
- Provide multiple levels of community engagement (planning, performing opportunities, technical/arts administration training, audience/participant, etc.)
- Are designed specifically for youth and provide opportunities for youth to participate as stewards, creators, and spectators

### **ELIGIBILITY**

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Applicants and applicant fiscal sponsors must meet the following requirements to be considered for funding:

- Be a legally formed non-profit (not-for-profit) entity registered in the state of Georgia, whose mission includes serving and/or improving the community.
- Be located within the corporate city limits of Savannah and/or provide the majority of the non-profit's services in Savannah.
- Be able to meet all insurance coverage requirements.

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- Does not currently receive funding through the City’s Cultural & Art Investment Program.
- Has successfully completed the requirements of past contracts with the City (if applicable).
- Non-Profit Fiscal Sponsors: Organizations without non-profit status may partner with a non-profit organization that is willing to serve as the non-profit fiscal sponsor. A non-profit fiscal sponsor must meet the above requirements and serve as the official applicant and financial (fiscal/fiduciary) entity for the project. If approved, the City’s contract will be with the non-profit fiscal sponsor which will receive, administer and be responsible for project funds on behalf of the individuals/organizations carrying out the project.

**\*Interested applicants must meet with the Cultural Services Contract Coordinator prior to completing the application, to discuss applicant and project eligibility.**

### FUNDING LIMITS AND REQUIREMENTS

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- Applicants may request up to **\$5,000** for eligible projects.
- Projects are awarded on a competitive basis and past support does not guarantee investment.
- City funded portions of the project must be free of admission charges.
- The project cannot generate a profit, therefore total project revenue must equal total project expenses.
- Matching Funds and In-Kind Contributions
  - Applicants must contribute funds to the project in an amount that equals or exceeds City funds. Matching funds must come from other non-City sources. Matching funds may be all cash, or 60% cash and 40% in-kind contributions.
  - In-kind contributions are “non-cash” goods or professional services that are donated to the project for free, such as: use of meeting or performance space, donated art supplies, marketing services, etc. For more information, contact Cultural Resources at 912-651-6783.
  - The dollar value of cash and in-kind contributions must be reflected in the project budget, including: a) the source of cash and in-kind contributions; b) the type of in-kind contribution; and c) how the dollar value of the in-kind contribution was determined.

Example #1: Cash Match	Cash Value	% of Total
City funds:	\$3,000	50%
Match: 100% Cash	\$3,000	50%
Total Project Cost:	\$6,000	100%

Example #2: Cash and In-Kind Match	Cash Value	% of Total	
City funds:	\$3,000	50%	} 50%
Match: 60% Cash	\$1,800	30%	
40% In-Kind*	\$1,200	20%	
Total Project Cost:	\$6,000	100%	

*In-Kind Contribution Breakdown
\$700 (Top Acts Co. theater for 2 nights at \$350/night)
\$300 (Rental value of donated costumes from ABC Co.)
<u>\$200</u> (Professional marketing services from XYZ Co.)
\$1,200 Total In-Kind Contribution

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### INVESTMENT RESTRICTIONS

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Weave-A-Dream funds must be used to cover direct project costs, with only 15% allowed for indirect administrative costs related to the project, such as office supplies. Funding is **NOT** available:

1. To reduce existing deficits or financial liabilities
2. To pay ongoing operating or administrative expenses unrelated to the proposed project
3. To hire subcontractors for the administration of a project
4. To provide scholarships, prizes, or stipends
5. To add to endowment funds
6. To support the costs of receptions, food, beverages
7. To support out-of-city activities
8. To purchase or improve capital, such as buildings/real estate, or depreciable assets such as printers, computers, etc.
9. To support curriculum-based programs provided by academic teaching institutions (except in partnerships with community-based organizations who are the applicants)

### APPLICATION PERIOD

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- Applications are accepted annually from February 1 through November 1.
- Applications must be received at least 7 weeks in advance of proposed activities, to allow sufficient time for applications to be reviewed and contracts signed prior to project implementation.
- The Weave-A-Dream application information can be found on the City of Savannah website at: <https://www.savannahga.gov/1026/Weave-A-Dream>

### APPLICATION REVIEW PROCESS

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All applications are reviewed for eligibility, accuracy and completeness prior to being submitted to the Weave-A-Dream Review Committee. The WAD Review Committee is comprised of Cultural Affairs Commissioners who review proposals in accordance with established criteria and identify services for funding as well as funding levels. If approved, the applicant will be notified and scheduled to meet with Cultural Resources staff and one or more Cultural Affairs Commissioners to discuss next steps.

### PROJECT IMPLEMENTATION PERIOD

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- Projects may be implemented any time after the application has been approved and the contract has been signed by all required parties.
- Projects must be completed before December 31<sup>st</sup> of the year in which funds were approved.

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### Application Assistance

The Cultural Resources Department is available to answer questions and also provides periodic workshops to review the Weave-A-Dream program and application process with interested applicants. Please contact the Cultural Resources Department at 912-651-6783 for more information.

## APPLICATION INSTRUCTIONS

- Complete all sections of the application thoughtfully, thoroughly and accurately.
- Pay attention to word limits and ensure answers are clear and concise.
- Be sure to scan and upload copies of the organization's legal documents as required.

## PROJECT BUDGET INSTRUCTIONS

- The Project Budget is a separate form that must be submitted with the Application.
- Only cash revenue and operating expenses should be entered in the Project Revenue and Expenses section.
- Round all budget figures to the nearest whole dollar.
- Listed expenses must be applied to the proposed project, in the proposed timeframe.
- Do not include in-kind or capital expenses in the budget. There is a separate In-Kind section.

### **Revenue:**

- Revenue should include only committed revenue to the proposed project.
- Revenue that does not meet an existing category should be entered in the "Other" section.
- Total Revenue and related percentages will auto-calculate as revenue is entered.

### **Expenses:**

- Enter the expenses covered by Weave-A-Dream (if approved) in the City Share column.
- Enter expenses covered by other revenue sources in the Organization Share column.
- Total Project Expenses and related percentages will auto-calculate as expenses are entered.
- *Please itemize all sections with asterisks in Budget Explanation section of the budget form.*

### **In-Kind Contributions:**

- Enter any in-kind contributions the City of Savannah is providing.
- Enter the names of in-kind contributors and the types of goods or services being provided.
- Enter the monetary value of in-kind donations and the method for determining this value.
- Total In-kind Contributions and related percentages will auto-calculate as information is entered.
- Non-City cash revenues must exceed in-Kind Contributions (60:40 respectively).

### **Matching Requirements:**

- All contributions and related percentages will auto-calculate as information is entered.
- Non-City contributions (cash and in-kind) must meet or exceed City contributions.