

TIMELINE: 2011 Grant Year & Acceptable Delivery Methods

Funding timeline for applications supporting programming January 1, 2011 – December 31, 2011):

August 2010	2010 Grant Applications available online
5:00 pm Friday, October 29, 2010	<u>Application Deadline for 2011 Grant Year (GO, Project, NAP) – in office</u>
5:00 pm Friday, October 29, 2010	<u>Attachment Deadline for GO, Project, NAP applications– in office</u>
November – December, 2010	Preliminary Questions for organizations from staff
5:00 pm Weds., January 5, 2011	<u>Final Report Deadline for 2010 Grant Year – in office by 5:00 pm</u>
January 6, 2011	Panel Review Session: Youth Organizations
January 11, 2011	Panel Review Session: Small Organizations
January 13, 2011	Panel Review Session: Mid-Size Organizations
January 15, 2011	Fourth Quarter <u>Service Reports Due</u>
January 18, 2011	Panel Review Session: Major Organizations
January – February 2011	<u>City-required Fiscal Training (details TBD)</u>
January 2011	Panel Recommendations presented to Board for Approval
January - February 2011	Award Letters and Contracts for Cultural Services Sent
February 22, 2011	Grant Presentation Celebration & Arts Council Annual Meeting
5:00 pm Friday, April 1, 2011	Semi-Annual <u>Mini Grant Application Deadline</u>
April 15, 2011	First Quarter <u>Service Reports Due</u>
July 15, 2011	Second Quarter <u>Service Reports Due</u>
August 2011	2012 Grant Applications available online
5:00 pm Thurs., September 1, 2011	Semi-Annual <u>Mini Grant Application Deadline</u>
October 15, 2011	Third Quarter <u>Service Reports Due</u>
October-November 2011	<u>Application Deadline for 2012 Grant Year (date TBD)</u>
November 15, 2011	Semi-Annual Mini Grant Final Reports <u>Due</u>
January 2011	<u>Final Reports for 2010 Grant Year Due, including Mini Grants (date TBD)</u>
January 15, 2011	Fourth Quarter <u>Service Reports Due</u>

Completed grant applications and final reports must be signed in at the Arts Council Community Programs office no later than 5:00 pm on date due; late submissions will not be accepted.

If grant applications and/or attachments or final reports are sent by USPS, they must have an official USPS postmark (postage meter tapes are insufficient) reflecting the date of deadline (ex: 10/29/10) or earlier. The Arts Council is not responsible for applications or reports until they are delivered by USPS carrier. In case of carrier loss, applicants are strongly encouraged to retain a copy of all items sent by USPS along with documentation of USPS postmark date.

Mini Grant applications may not be submitted by USPS. Fax only with prior approval.

Applications, attachments and Final Reports should be delivered to:

**Arts Council of Fort Worth & Tarrant County
ATTN: Community Programs Office – Grant Program
1300 Gendy Street
Fort Worth, Texas 76107**

Answers to preliminary questions and quarterly service reports may be submitted via email or fax (817-732-2866).

For questions, please contact: katherine@artscouncilfw.org or 817-298-3035