



**GUAM COUNCIL ON THE ARTS & HUMANITIES AGENCY**

Kahan I Kutturán Guåhan

P.O. Box 2950 Hagåtña, Guam 96932

Tel. (671) 300-1206/8, Email: [info@caha.guam.gov](mailto:info@caha.guam.gov) (INQUIRES ONLY)

[grants@caha.guam.gov](mailto:grants@caha.guam.gov) (GRANT APPLICATIONS SUBMITTALS ONLY)

**THE GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY GRANTS PROGRAM  
IS HIGHLY COMPETITIVE AND AN AWARD FOR THE YEAR DOES NOT  
GUARANTEE AN AWARD FOR THE FOLLOWING YEAR(S).**

- Applications MUST USE the FY 2025 Grant Application form (no prior year application forms will be accepted) and must be submitted along with required documents;
- Applicants MUST: 1. Attend one mandatory workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores St, Suite 202, Agana Guam) on April 27, 2024 or May 11, 2024, AND 2. Submit an initial application via email to [grants@caha.guam.gov](mailto:grants@caha.guam.gov) by June 28, 2024 4:00PM;
- From July 1, 2024 to July 26, 2024, applicants must go over their application with their assigned program coordinator to address any technical or other recommended changes;
- FINAL applications must be submitted via email to [grants@caha.guam.gov](mailto:grants@caha.guam.gov) and received no later than Wednesday, July 31, 2024 4:00PM;
- Late applications, incomplete applications, applications missing supporting documents or material, or applications whose applicants have not attended a mandatory workshop AND have not submitted an initial application by June 28, 2024 will not be reviewed;
- Please read the Legal Assurances carefully on the last page of the application before electronically signing the application. In the event a grant is awarded, these assurances become part of the legally binding contract between the applicant and the GCAHA.
- After receipt of the GCAHA grant letter, the award recipient (“grantee”) shall give credit to the GCAHA, Government of Guam and the Office of the Governor in promotion, publicity, advertising and programs using the GCAHA logo, and with the following credit line:

***“This project is supported in part by a grant from the National Endowment for the Arts, Guam Council on the Arts and Humanities Agency, Government of Guam and the Office of the Governor.”;***

- The grantee must be willing to assist CAHA in upcoming events for FY 2025 in performances or exhibits to be scheduled with CAHA staff;
- Projects must be completed by grantees within the fiscal period **(October 1, 2024 through September 30, 2025)** unless extended by the Council.
- Maximum grant amount request is \$10,000
- Maximum fellowship amount request is \$3,000.

**ELIGIBILITY**

<b>Organizations</b>	Only organizations with a <b>Unique Entity Identifier (UEI) (SAM)</b> and at least one year’s experience in the activities for which funds are being requested are eligible to apply. <b>Please note that organizations using the DUNS number for reporting will need to get a UEI (SAM) at <a href="https://sam.gov/content/duns-uei">https://sam.gov/content/duns-uei</a> This is a federal requirement. Organizations that do not have a UEI (SAM) will not be eligible to apply for a CAHA grant.</b>
<b>Individuals</b>	Individual applicants are also eligible but must be a U.S. citizen or permanent resident and have resided in the Territory of Guam, for <b>six consecutive months prior to grant submission deadline</b> . Applicants must have a demonstrated professional commitment to the arts.

<b>Other</b>	Other applicants may apply under the aegis, or “umbrella”, of a qualifying Organization which then becomes responsible for all fiscal and contractual agreements. Approval of the sponsoring organization must accompany the application.
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### TAX EXEMPT ENTITIES

The Guam Council on the Arts and Humanities Agency and the National Endowment for the Arts requires that all organization grants awarded by the GCAHA be limited to those organizations incorporated as a non-profit and tax exempt in nature.

As verification of non-profit status, all organizations must submit with their application a copy of the organization’s Certificate of Incorporation from the Dept. of Revenue and Taxation office, Articles of Incorporation and By-Laws. Applicants must also submit a copy of their Internal Revenue Service letter granting 501(c) (3) Federal Tax-Exempt Status.

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### MATCHING FUNDS

**All grants, except for Fellowships, must be matched dollar for dollar by cash and/or in-kind contributions with the minimum cash match in the following percentages:**

**Organizations** Awards to arts organizations **MUST** be matched in cash by **not less than 20%**.

**Individuals** Awards to individual applicants **MUST** be matched in cash by **not less than 10%**.

**Support Services** Upon approval of the GCAHA, support service grantees of the GCAHA may be exempted from contributing the required cash match.

**In-kind contributions** are allowed as a portion of the required match and will be considered by the GCAHA when reviewing applications as evidence of commitment to the applicant and project by others.

In-kind contributions may be in the form of space, utilities, loan of equipment, or donation of professional services. In-kind contributions must be based on fair market value and/or prevailing wage, directly benefiting and specifically identifiable to the project or program.

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### EDUCATIONAL INSTITUTION ELIGIBILITY

Universities, colleges, and other educational institutions are eligible to apply for project support when:

1. All events and services are open to the general public and easily accessible.
2. Events and services are supplementary to the regular curriculum. GCAHA funds cannot be used to support projects involving classes or workshops for which college credit is given.
3. GCAHA funds are not used to replace funds normally allocated for specific arts projects.

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### GCAHA FUNDING PRIORITIES

Matching Grants will be awarded for specific projects or general operational support or technical assistance. In reviewing the applications submitted, the following general criteria will influence funding recommendations:

1. The artistic merit of the project.
2. The professional nature and stability of the organization, including sound business management, competent governing board, adequate and skilled project personnel, and quality and timeliness of previous reports and evaluations.
3. The professional commitment of the individual artist and the quality of their work.
4. How the project will contribute to the professional growth of the individual artist.

5. The ability of the organization/individual to achieve its objectives.
6. The success or failure of previous programs or projects of the organization/ individual.
7. The demonstrated need for the project. Is there evidence of demand? Are comparable services available now?
8. Availability to special audiences such as senior citizens, school children, individuals with disabilities, rural audiences and minorities.
9. The ability of the organization to raise other funds in addition to those of the GCAHA. The Council will provide no more than half of an organization's project budget.
10. Number of participants / audiences.
11. All events and services must be open to the general public.
12. While not minimizing the social contributions that can be the result of arts experiences, the Council places a greater priority on those programs that emphasize the professional presentation and production of the arts.

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### **GCAHA FUNDING LIMITATIONS**

The Guam Council on the Arts and Humanities Agency **cannot** fund:

1. Building renovation, maintenance of facilities, or capital expenditures
2. Off-island travel
3. Purchase of permanent equipment
4. Projects completed prior to application start date
5. Replacement funds normally budgeted for the project.
6. Tuition replacement for college/ university study in the U.S. and abroad
7. Scholarships
8. Deficits incurred from past activities
9. Entertainment or refreshments
10. Publications (***GCAHA will only fund the creative portion of the project***)

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### **ON-SITE REVIEW**

All grantees will be required to submit to the GCAHA, the dates, times and locations of their projects or events. Every effort will be made by the GCAHA staff and GCAHA Board to review grantee projects and events.

Grantees will be requested to admit reviewers to their projects and events free of charge. Reviewers will inform grantees in advance of their planned attendance at projects/events in order for tickets to be arranged.

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### **CONTRACTS AND FINAL PROJECT REPORTS**

Notice of the GCAHA's actions will be communicated to all applicants. Applicants who have been approved for a grant (Grantees) will receive a notification outlining the terms and conditions of the grant via the Submittable platform. Grantees will be requested to contact the GCAHA office to execute all required documents. The grant award, as approved by the GCAHA Board, will be valid and binding only after approval by the Governor of Guam. All grantees will be required to submit a Final Project Report due fifteen (15) days after completion of the project. Interim reports may be required by GCAHA prior to completion of the project. Weekly reports are required by GCAHA of the Arts in Education ("AIE") grantees at the end of each

residency month.

### Grant Award Payments

Award payments to grantees will be made on a monthly and/or installment basis, however, grantees should be aware that they may have to wait as long as eight (8) weeks after processing before receiving the initial payment on their grant award.

### Final Award Payments.

A 25% retention of the total grant award will be withheld by the GCAHA until the completion of the project and all required reports, narrative and financial with supporting documents have been submitted to and approved by the GCAHA.

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## HOW TO APPLY

- Attend one **MANDATORY** Workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores St, Suite 202, Agana Guam) on Saturday, APRIL 27, 2024 @09:00AM **OR** on Saturday, MAY 11, 2024 @ 09:00AM; **AND**,
- Complete an application form and submit the INITIAL application via email to grants@caha.guam.gov on or by Friday, June 28, 2024 4:00pm;
- Complete and submit the FINAL application via email to [grants@caha.guam.gov](mailto:grants@caha.guam.gov) prior to or by Wednesday, July 31, 2024 @4:00pm. **(APPLICANTS WHO: 1. FAIL TO ATTEND AT LEAST ONE MANDATORY WORKSHOP, AND 2. WHO FAIL TO SUBMIT AN INITIAL APPLICATION ON OR BY JUNE 28, 2024 @4:00PM WILL NOT BE ELIGIBLE. APPLICANTS MUST COMPLETE BOTH ITEMS 1 AND 2);**
- Submit supporting materials and documents in digital format **WITH** your **FINAL** application submittal.

Advisory committees will then review the applications and make recommendations to the GCAHA Board. To assure maximum community involvement and expert guidance in its decisions, the GCAHA Board members have appointed committees in each of the funding categories. Recommendations for approval on all grant awards are made by the committee. Each applicant is notified of the GCAHA Board's decision. All grant awards are subject to the final approval of the Governor of Guam.

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## GRANT CATEGORIES

The GCAHA offers four (4) grant categories to applicants. Please read the following descriptions and criteria carefully in order to determine which type of grants best meets your needs. All applicants use the same application form, with exception of the Individual Artists Fellowship, applicants should carefully read the **"Instructions for Completing the Application Form on Page 7 below"** before attempting to complete the application.

Only one grant will be awarded per organization / individual per fiscal year.

➤ **GENERAL OPERATIONAL SUPPORT GRANTS**

General Operational Support Grants offer general, non-project-oriented support to Guam's established arts organizations which have already developed a full range of programming and staff appropriate to their discipline. General support will permit established arts organizations to continue, strengthen and expand current programs. Any organization whose primary purpose and activities are the production and/or coordination of programs in the performing, visual or literary arts may submit an application if they meet the following criteria:

1. Only single-entity agencies responsible for their own programming may apply.
2. The agency must have the promotion/production of the arts as the agency's prime purpose as outlined in its By-Laws or IRS Letter of Exemption from Federal Taxes.
3. Applicants must have existed as a producing institution for a minimum of two (2) years prior to application date and must provide at least six (6) months of programming annually.
4. Applicants must have staff for administrative, technical and artistic duties.
5. Applicants must show a determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, etc.
6. Applicants must have an independent governing board empowered to formulate policies and execute the programs of the organization.

**GENERAL OPERATIONAL SUPPORT CRITERIA**

1. General Operational Support Grants must be matched with the minimum cash match required.
2. Applicants for General Operational Support are limited to requests of no more than **20%** of their preceding year's actual income.
3. Applicants for General Operational Support must submit a copy of an audit by an independent accounting firm for the preceding fiscal year.
4. Applicants for General Operational support must include in their application the organization's total estimated **FY 2025** budget, showing all revenue and expenditures anticipated.
5. APPLICANTS FOR GENERAL OPERATIONAL SUPPORT SHOULD NOT ASSUME THAT THIS GRANT PROGRAM WILL BE ON GOING OR THAT FUNDING IS RENEWABLE OR "SAFE" IF AWARDED ONE TIME.
6. Recipients of Generation Operational Support Grants are not eligible for other GCAHA grants during the same fiscal year.
7. General Operational Support Grants are awarded on a yearly basis.
8. Grant funds must be expended during the fiscal year.

➤ **PROJECT GRANTS**

Project grants are available to incorporated non-profit organizations and individuals for specific Art-related projects in the following discipline areas:

1. Art-in-Education
2. Performing Arts (*theatre, dance, music*)
3. Visual Arts
4. Media Arts
5. Special Projects (*humanities, literature, etc.*)
6. Folk Arts
7. Underserved

**GENERAL PROJECT GRANT CRITERIA**

1. Project Grants must be matched with the minimum cash match required.
2. Project Grants are for specific projects only.
3. Recipients of Project Grants are not eligible for other GCAHA grants during the same fiscal year.
4. Grant funds must be expended during the fiscal year.

➤ **ARTS-IN-EDUCATION GRANTS**

The GCAHA Arts-in-Education Program places professional artists who work in various art forms in Guam's educational institutions and other community-based settings for residencies lasting from four to thirty-two weeks and occur between October and June. Art education is primarily the responsibility of the schools, and the AIE program is designed to augment existing school curricula. Observing the processes that go into producing a work of art helps children gain a better understanding and respect for artists and their work. Through involvement of teachers and community members, school residences are designed to stimulate continuance of art activities after the artist in residence has left. Although residencies primarily occur in educational institutions, they have occurred in such diverse institutions such as hospitals, libraries, community centers and businesses.

➤ **INDIVIDUAL ARTIST FELLOWSHIP GRANTS**

The GCAHA Individual Artists Fellowship Program seeks to recognize and encourage the creative development of professional artists by enabling them to set aside time to pursue their work. A limited number of fellowships for creative artists are available in various disciplines.

Non-matched Fellowships are awarded to Guam artists who demonstrate exceptional talent as emerging professionals in their respective disciplines and to well established Guam artists who have made significant contributions to their art forms.

**To apply for and retain a fellowship, an applicant must:**

1. Be a U.S. citizen or a permanent resident.
2. Be a Guam resident for no less than three years and maintain residency for the duration of the grant period.
3. Be at least 18 years old.
4. Not be a degree-seeking student at the time of the application or any time during the Grant period.
5. Not have received a fellowship during the past two years.

Maximum fellowship amount request is \$3,000

Interested persons are invited and encouraged to contact the GCAHA office for further information.

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### GRANT FY2025 WORKSHOPS

- Two workshops will be held on the following days and times:
  - Saturday, April 27, 2024 @09:00am
  - Saturday, May 11, 2024 @09:00am

**MANDATORY attendance in at least one workshop is required**

For questions or more information, please call GCAHA at (671)300-1206/7/8 or (671)300-7582/4

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- **INITIAL GRANT APPLICATION DEADLINE IS FRIDAY, JUNE 28, 2024 BY 4:00PM to [grants@caha.guam.gov](mailto:grants@caha.guam.gov);**
  - **FINAL GRANT APPLICATION DEADLINE IS WEDNESDAY, JULY 31, 2024 BY 4:00PM (Applicant must have submitted an initial application by the JUNE 28, 2024 4:00PM deadline AND have attend a mandatory workshop on April 27, 2024 or May 11, 2024) to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).**
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### CHECKLIST

**Applicants / organizations are required to submit the following documents:**

#### **Individuals**

1. Detailed budget breakdown (cash expense, in-kind contribution & cash income);
2. Resume/Biography;
3. Three (3) current letter(s) of personal recommendation;

4. Digital samples of work (i.e., pdf, Google Drive links, etc.)
5. Letters of commitment from individuals and/or entities that are involved with the project.

### Organizations

1. Detailed budget breakdown (cash expense, in-kind contribution & cash income);
2. Recent official annual audit (last two years) by an independent accounting firm or a financial statement published in a local newspaper (must clearly show the date of publication);
3. Copy of your organization's Certificate of Incorporation and IRS letter granting Federal Tax-Exempt Status;
4. Articles of Incorporation / By-Laws;
5. UEI (SAM) registration (<https://sam.gov/content/duns-uei>) **Grantees who use the DUNS number for reporting will need to get a Unique Entity ID (SAM) at SAM.gov. This is a federal requirement.**

*(Supporting materials stated in #3 & #4 must be submitted with an application regardless if they have been submitted in previous years)*

- (a) **Attend one mandatory workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores Street, Suite 202, Agana, Guam), AND**
- (b) **Submit an INITIAL application by June 28, 2024 4:00PM deadline to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).**

**\*\*NOTE: Applicants are required to complete items (a) and (b). Any FINAL application received by July 31, 2024 4:00PM deadline WITHOUT THE REQUIRED DOCUMENTS OR THAT HAVE NOT MET THE CONDITIONS (a) and (b) WILL NOT BE REVIEWED.**

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The instructions provided below are key sections of the application form. Please read each item carefully before filling out the application. Incomplete submittals may invalidate your application.

### A. Individual Applicant: Name/SSN/Mailing Address.

The name, social security number and mailing address of the applicant submitting and signing the grant application.

**Organization - UEI (SAM) and TIN/ Mailing Address \* Grantees will need to get a Unique Entity ID (SAM) at SAM.gov. This is a federal requirement. <https://sam.gov/content/duns-uei>.**

The organization name, UEI (SAM) and tax identification number and mailing address.

**B. Citizenship Status.** To be filled in by individual applicants only *(Please refer to questions on the form.)*

### C. Contact Person(s)/ Title/ Phone Number/Email address.

The person to contact for additional information about the application. Official title and phone number of "Contact Person".

**D. Authorizing Official.** Name of person with authority to legally obligate the applicant/organization.

**E. Project Title.** Indicate a short descriptive title for your proposed project.

**F. Type of Grant.**

Indicate the type of Grant Category you are applying for, i.e., Folk Art, Performing Art, Visual Art, Media Art, Underserved, Special Project, Arts-in-Education, General Operational Support, etc.

**G. Start/ End Date of Proposed Project.**

This includes the span of time that is necessary to plan, execute and close out the proposed project. Dates must include the month, day and year.

**H. Individuals to Benefit/ Artist(s) Participating.**

Estimate the number of individuals to benefit directly from your project, i.e. the total audience, participants, students, etc. (Excluding employees and/or paid performers) that are anticipated to benefit directly from the project. Estimate for large public events or broadcasts. A single specific number is required here. Do not say “hundreds” or “thousands” and do not use a range such as 100 - 300.

- **Artist(s) Participating.** The total number of artist(s) involved in providing artistic services specifically identified with the project. Provide a single, specific number.
- **Youth(s) Benefiting.** The total number of youth(s) involved in the project and/or those who will gain knowledge from the project.

**I. Provider of Services. (To be filled in only when applicable to the proposed project.)**

The name and address of the artist, performing group, exhibit-producing organization, consultant, or other contracted specialist providing the services for which the Applicant/Organization is requesting assistance. If the Project has no “Provider of Services”, write “N/A”. (Resumes or a page listing artistic qualifications and experiences must be attached.)

**J. Grant Amount Requested.**

The total amount requested to complete the project. Maximum of \$10,000.

**K. Other funding source.**

List other funding sources sought and where.

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**II. PROJECT DESCRIPTION**

This portion of the application must be filled out by all applicants. Please refer to the specific questions on the application. Answer the questions applicable to you.

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**III. BUDGET SECTION**

List-all Income and Expenses by Applicant/Organization which are specifically identified **with** this project. List the anticipated cash expenses for each item and all cash contributions to this project from sources other than GCAHA and from applicant’s cash resources.

**NOTE:** Applicants for General Operational Support must estimate the organization’s budget (**October 1, 2024 through**



**September 30, 2025)** and are limited to requests of no more than 20% of the organization's actual total income for the preceding fiscal year. All other applicants should estimate a budget for the project described in their application, requesting no more than 50% of project costs from GCAHA.

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## PROJECT BUDGET - CASH EXPENSES

### A. Personnel/ Artistic.

Payments for salaries, wages and benefits specifically identified with the project, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc. Provide description, number of positions and rate(s).

### B. Personnel/ Administrative.

Payments for salaries, wages and benefits specifically identifies with the project, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel. Provide description, number of positions and rate(s).

### C. Personnel/Technical-Production.

Payment for salaries, wages and benefits specifically identified with the project, for technical management and staff, such as technical director; wardrobe lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparers and installers, etc. Provide description, number of positions and rate(s).

### D. Outside Artistic Fees and Services.

Payments to firms or persons for the services of individuals who are not normally considered employees of "Applicant", but consultants or the employees of other organizations, whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee / non-staff capacities. Provide description, number or positions and rate(s).

### E. Outside Other Fees and Services.

Payments to firms or persons for not-artistic services of individuals who are not normally considered employees of "Applicant", but consultants or employees of other organizations, whose services are specifically identified with the project. Provide description, number of positions and rate(s).

### F. Space Rental.

Payments specifically identified with the project for rental office, rehearsal, theatre, hall, gallery, and such other spaces. Identify location and rate(s).

### G. Travel

**(GCAHA funds cannot be used for travel however travel expenses may be claimed as part of your in-kind match.)**

All costs for travel directly related to the travel of an individual or individuals specifically identified with the project. Includes fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs etc. For trucking, shipping, or hauling expenses, see "**Remaining Operating Expenses.**" Identify who is traveling, where they are traveling to and reason for travel.

**H. Marketing.**

All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under "Personnel", or "Outside Fees and Services". Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, food and drink, and space rental when directly connected to promotion, publicity or advertising.

**I. Remaining Operating Expenses.**

All expenses not entered in other categories and specifically identified with the project. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under "Travel". Itemize these expenses.

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**PROJECT BUDGET - CASH INCOME**

**REVENUE (EARNED INCOME)**

**K. Admissions.** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. Provide description and rate(s) of each source.

**L. Contracted Services Revenue.** Cash derived from fees earned through sale of services (*other than this grant request.*) Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support. Provide description and rate(s) of each source.

Other Revenue. Revenue derived from sources other than those listed. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, poster, T-shirts, etc. Itemize source and amount(s), i.e., how many catalogs do you plan to sell and at what price for each?

**SUPPORT (UNEARNED INCOME)**

**M. Business/Corporate Support.** Cash support derived from contributions given for this project (*other than this grant request*) by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project. If possible, itemize source and amount(s).

**N. Foundation Support.** Cash support derived from grants given for this project (*other than this grant request*) by private foundations, or a proportionate share of such contributions allocated to this project. If possible, itemize source and amount(s).

**O. Other Private Support.** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to the project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events. If possible, itemize source and amount(s).

**P. Government Support**

Federal. Cash support derived from grants or appropriations given for the project (*other than this grant request*) by the federal government, or a proportionate share of such grants or appropriations allocated to this project. Indicate specific agency or source.

State/Regional. Cash support derived from grants or appropriations given for this project (*other than this grant request*) by agencies of the state government and/ or multi-state consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to the project. Indicate specific agency or source.

Local. Cash support derived from grants or appropriations given for this project (*other than this grant request*) by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants or appropriations allocated to this project. Indicate specific agency or source.

**Q. Other Revenue** Itemize your sources and amounts for other revenue.

**R. Applicant Cash** Funds from applicant’s present accumulated resources or savings or anticipated resources that applicant plans to provide to proposed project.

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**PROJECT BUDGET - IN-KIND CONTRIBUTIONS**

**Do not add In-Kind Contributions to the Cash Income or Cash Expense section of your budget.** Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$1,000 for volunteer services, how many volunteers are anticipated for how many hours and at what rate per hour? Volunteer time is usually calculated at minimum wage unless the volunteer is donating services which he/she provides as part of his/her profession in which case time is calculated at the person’s professional rate. Donated materials should be calculated at fair market value.

Only donated items that are directly involved in the project described in this application should be included in this portion of the application. Items or services unrelated to the project or program, even though received by the applicant, are not acceptable.

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**MATCHING REQUIREMENTS**

All grant requests must be equally matched. Organizational applicants must provide a minimum of **20%** of the match in cash. Individuals must provide a minimum of **10%** of the match in cash. Please refer to the guidelines and criteria for each Grant Category for more specific information. All applicants must have adequate matching resources to qualify for a GCAHA grant. To determine and demonstrate your eligibility, please complete the Matching Requirement equations on the budget sheet. If the figures do not match, or your matching resources are less than the grant requested, then re-evaluate and rework your budget. Applications with an incomplete budget and/or incorrect equations will be rejected.

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**LEGAL ASSURANCES**

In the event that a grant is awarded as a result of this application, the following terms and conditions shall be complied with as signified by the applicant/ organization’s signature(s). This application shall become part of the legally binding contract between the applicant/organization and the Guam Council on the Arts and Humanities Agency. Please read these terms and conditions carefully.

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**AUTHORIZING SIGNATURES**

The application form must be signed by all applicants. Individuals applying will be the authorizing official.

**Authorizing Official** Individual Applicant or Organization (*Individual with authority to legally obligate the organization*)

**Fiscal Officer** Individual providing accounting oversight and management for an organization.



## CAHA FY 2025 ANNUAL GRANT APPLICATION

Carefully review the program guidelines and instructions before filling out the application form. Incomplete and illegible forms may invalidate your application. All applications must be typed or computer generated. Supplemental information for Sections I and II below is limited to one 8.5 x 11 page only outside of the checklist requirements on Page 6 of this application. Please double-check all information you enter to ensure that it is correct. Applications submitted using previous versions of CAHA application forms will not be accepted. This application is best filled out using Adobe Acrobat Reader. You can download Adobe Acrobat Reader here: <https://get.adobe.com/reader/>

RESET FORM

PRINT

A.	1. Applicant/ Organization Name:	
	2. SSN:	
	3. <a href="#">UEI (SAM)*</a> Number and TIN ( <b>Organizations only</b> ):	
	4. Mailing Address:	
	5. City:	, Guam Zip Code:
	6. Website:	7. Social Media:
B.	1. Are you a permanent resident of Guam?	
	2. How long have you resided in the Territory of Guam?	
C.	1. Contact Person:	2. Phone:
	3. Email Address:	Title:
D.	Authorizing Official:	
E.	Project Title:	
F.	Type of grant you are applying for:	
G.	GRANT PERIOD Start Date <b>OCTOBER 1, 2024</b> End Date <b>SEPTEMBER 30, 2025</b>	
H.	1. Number of Individuals to benefit:	2. Number of Artists Involved:
	3. Number of Youth to benefit:	
I.	1. Provider of Services ( <b>Organizations Only</b> ):	
	2. Name:	
	3. Mailing Address:	
	4. City:	State: Zip:
J.	<b>GRANT AMOUNT REQUESTED: \$</b>	
K.	List other funding source(s) sought:	

### I. GENERAL

- 1. What is the genre of your artistic or cultural practice** (*Art-in-Education, Performing Arts, Visual Arts, Media Arts, Special Projects, Underserved*):
- 2. Please provide information and supporting materials to substantiate that you are a working artist** (*please provide working links and/or one additional 8 x 11 page of additional information if necessary*)

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## II. PROJECT DESCRIPTION

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- 1. What is the project and its purpose? What do you plan to do? When? Where? Please be as specific as possible.**
- 2. How will the project be accomplished and by whom? Identify participating artists by name whenever possible.**
- 3. If your project involves (a) performance(s), where will performances be held and what is the seating capacity of the location(s)? Include any contingency plans according to any Department of Public Health and Social Services guidelines and/or other government requirements.**
- 4. Specific community involvement (Identify committees, arts groups, volunteers, schools, etc. who will be involved in any way in carrying out your project).**

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**II. PROJECT DESCRIPTION (continued)**

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5. **List specific communities to be served by the project:**

6. **How will the requested funds be spent? What other sources of funds are being sought for the project described in this application?**

7. **What are the anticipated results or effects of the project?**

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**Organizations** As verification of non-profit status, all applicants must submit your organization's Certificate of Incorporation and a copy of their Internal Revenue Service 501 (c)(3) Federal Tax- Exempt Status OR a Certificate of Non-Profit issued by the Government of Guam for GCAHA files.

Does the organization have an annual audit?

If yes, please forward a copy for GCAHA Files and review.

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Please give a brief description of the organization and the service it provides.

Describe the organization's plans for the next two (2) years.

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Year organization established:

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Date of Incorporation:

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Does the organization have a membership or subscription program?

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If so, briefly describe number of members/subscribers, benefits, fees, etc.

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### III. PROJECT BUDGET

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#### PROJECT BUDGET - CASH EXPENSES – MUST provide details of budget breakdown.

**DO NOT SUMMARIZE**      *EXAMPLE: 23 musicians for 16 hrs./ea. @10hr.....23 x 10/hr. x 16 hrs.= \$3,680.00*

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<b>A.</b>	Personnel / Artistic (Provide description and rate(s))		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>B.</b>	Personnel / Administrative (Provide description and rate(s))		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>C.</b>	Personnel / Technical-Production (Provide description and rate(s))		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>D.</b>	Outside Artistic Fees & Services / Artistic (Provide description and rate(s))		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>E.</b>	Outside Other Fees & Services (Provide description and rate(s)).		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>F.</b>	Studio & Space Rental (Identify location and rate(s).)		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>G.</b>	Travel & Per Diem (Identify who, where and why; may include mileage)		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>H.</b>	Marketing & Promotion (Include publicity / promotion)		\$ _____
	_____		\$ _____
	_____		\$ _____
		<b>SUB TOTAL:</b>	\$ _____
<b>I.</b>	Remaining Operating Expenses (Itemize) i.e., phone, postage, supplies/materials, others		\$ _____
	_____		\$ _____
	_____		\$ _____

SUB TOTAL: \$ \_\_\_\_\_

**J. TOTAL PROJECT CASH EXPENSES \$  
(LINE-ITEM A TO I)**

**PROJECT BUDGET – CASH INCOME**

**MUST provide details of budget breakdown. DO NOT SUMMARIZE**

**K.** Admission (Provide in the space below description of each type of event and amount)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**L.** Contracted Services Revenue (Provide description and rate(s), i.e., revenue derived from sale of services.)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**M.** Business / Corporate Support (If possible, itemize source and amount(s).)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**N.** Foundation Support (If possible, itemize source and amount(s).)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**O.** Other Private Support (If possible, itemize source and amount(s).)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**P.** Government Support (Indicate specific agency or source. Do not include amount requested in this application or other GCAHA grants.)

Federal \_\_\_\_\_ \$ \_\_\_\_\_

State / Regional \_\_\_\_\_ \$ \_\_\_\_\_

Local \_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**Q.** Other Revenue (Itemize source and amount(s), i.e., how many catalogs do you plan to sell and at what price each?)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**R.** Applicant Cash (Funds from accumulate resources or saving)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_



S. TOTAL APPLICANT INCOME (SUB TOTAL OF LINE-ITEM K to R) \$ \_\_\_\_\_

GRANT AMOUNT REQUESTED \$  
(must not exceed Total Applicant Income)

TOTAL PROJECT CASH INCOME \$  
(Total Applicant Income plus Grant Amount Requested)

**\*NOTE: Total Project Cash Income *must equal* Total Project Cash Expense**

**PROJECT BUDGET - IN-KIND CONTRIBUTIONS**

(Do not add In-Kind Contributions to the Cash Income or Cash Expenses sections of your Budget.) Be sure to include rate information showing how you calculated dollar value for in-kind contributions. (Financial or Service contributions of an indirect nature donated to the completion of your project from corporate sponsorships or individuals involving goods, materials, studio/exhibit space and the like.)

Services Rendered/Materials Contributed: (Identify *source and rate* to determine dollar value) **Dollar Value**

\_\_\_\_\_ \$  
\_\_\_\_\_

TOTAL In-Kind Contributions \$  
\_\_\_\_\_

**PROJECT MATCHING REQUIREMENTS**

A. TOTAL In-Kind Contributions *plus* TOTAL Applicant Cash *equals* Matching Resources:

$$\begin{array}{r} \text{_____} \\ \text{Total-In Kind} \end{array} + \begin{array}{r} \text{_____} \\ \text{Total Applicant Cash} \\ \text{(individuals-10\%} \\ \text{organization 20\%)} \end{array} = \begin{array}{r} \$ \text{_____} \\ \text{Matching Resources} \end{array}$$

B. TOTAL Matching Resources *must be greater than or equal* to the Grant Amount Requested:

$$\begin{array}{r} \$ \text{_____} \\ \text{Matching Resources} \end{array} > \text{ OR } = \begin{array}{r} \text{_____} \\ \text{Grant Amount Requested} \end{array}$$

**CHECKLIST**

- (a) Applicants must attend one mandatory workshop at the Guam Council on the Arts and Humanities Agency (238 Archbishop F.C. Flores St., Ste 202), AND
- (b) Applicants must have submitted an INITIAL application by the June 28, 2024 4:00PM deadline to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).

**\*\*NOTE: Applicants are required to complete BOTH items (a) and (b). Any FINAL application received by the July 31, 2024 4:00PM deadline WITHOUT THE REQUIRED DOCUMENTS, OR THAT HAVE NOT MET BOTH CONDITIONS (a) and (b) WILL NOT BE REVIEWED. Final applications must be emailed to [grants@caha.guam.gov](mailto:grants@caha.guam.gov).**

**(Did you include the following?)**

**A. INDIVIDUALS**

- 1. Detailed budget breakdown (cash expense & cash income)
- 2. Resume / Biography
- 3. Three (3) current letter (s) of personal recommendation
- 4. Digital samples of work (i.e., .pdf format, Google Drive links, etc.)
- 5. Letters of commitment from individuals and/or entities that are involved with the project.

**B. ORGANIZATIONS**

- 1. Detailed budget breakdown (cash expense, in-kind contribution & cash income)
- 2. Recent official annual audit (last two years) by an independent accounting firm or a financial statement published in a local newspaper (must clearly show the date of publication, no exceptions)
- 3. Copy of your organization's Certificate of Incorporation and IRS letter granting Federal Tax-Exempt Status OR Certificate of Non-Profit issued by GovGuam
- 4. Articles of Incorporation / By-Laws
- 5. UEI (SAM) Number Registration - this is a FEDERAL REQUIREMENT). <https://sam.gov/content/duns-uei>

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## IV. LEGAL ASSURANCES

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In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The grant cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The **grantee** shall submit the completed **Final Project Report** form summarizing the project and expenditures to GCAHA **within fifteen (15) days of the project's competition.** The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The **grantee** agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such "**This project is supported in part by a grant from the National Endowment for the Arts, Guam Council on the Arts and Humanities, Government of Guam, and the Office of the Governor**", in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

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## V. AUTHORIZING SIGNATURE

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I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Authorizing Official Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Fiscal Officer Name: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**GCAHA USE ONLY**

**RECEIVED BY** \_\_\_\_\_

**DATE RECEIVED** \_\_\_\_\_

**TIME RECEIVED** \_\_\_\_\_

**APPLICATION NO:**