



Erie Arts & Culture
Northwestern PA Arts Recovery
Grant Opportunity
2022 Individual Artist Guidelines

PROJECT OBJECTIVE

Erie Arts & Culture (EAC) offers a new Individual Artist Recovery Grant Program through the National Endowment for the Arts' [American Rescue Plan](#). The grants are intended to fuel the nation's recovery from the devastating economic and health effects of the COVID-19 pandemic. These funds are intended to help support individual artists and the broader arts and culture sector in its response to and recovery from the pandemic.

EAC's awards will impact a broad constituency, and we encourage applications from artists of all disciplines. Through this project, EAC will provide support to regional artists as they mitigate the impact of the pandemic while also encouraging the expansion of community access to the arts by (a) demystifying artistic practice and increasing the accessibility of arts programs to communities—especially communities that may have been under-resourced in the past by federal arts funding; and (b) supporting a wide range of arts activities developed in a variety of local settings.

EAC's Northwestern PA Arts Recovery program will provide artistic fees and stipends to artists for the production of community-based workshops or presentations that are accessible to a wide audience.

DEADLINES

This is a one-time grant.

Cycle 1:

Applications open: April 1, 2022
Letter of Interest: April 30, 2022, 11:59pm EST
Application deadline: May 31, 2022, 11:59pm EST
Notification: on or before June 30, 2022

Cycle 2:

Applications open: July 1, 2022
Letter of Interest: July 31, 2022, 11:59pm EST
Application deadline: August 31, 2022, 11:59pm EST
Notification: on or before September 30, 2022

Due to overall demand, funds for individual artists were nearly exhausted during the first cycle. Rather than offering a second cycle for this grant, EAC has provided feedback to artists who were not awarded funds in the first cycle, and these artists have been allowed to address issues present in their preliminary application. These updated applications are due on August 31.

Grant Activity Period: July 1, 2022 - December 31, 2023

Please note that no extensions will be granted to LOI, application, or grant activity periods

GRANT AMOUNTS

Applicants may request grant amounts **between \$750 and \$2,500**. Grants are limited to one (1) request per applicant. Payments will be made directly to awardees. Panelists will either award the amount requested or not fund the project. They will not award a lesser or greater amount than requested. An EAC grant award carries no commitment for future support beyond the grant activity period.

Please note that The Internal Revenue Service (IRS) considers National Endowment for the Arts grants to individuals as taxable income. EAC does not withhold Social Security, State, or Federal income taxes from your award and we do not send out 1099s or other tax forms. Specific questions regarding the taxability of your award should be directed to the IRS, appropriate state or local officials, or your tax advisor.

MATCHING FUNDS

There is no matching funds requirement for this program.

APPLICANT ELIGIBILITY

- Applicant is at least 18 years of age
- Applicant is a legal resident of Erie, Warren, Crawford, Venango, Mercer, or Lawrence county, and is expected to continue their residency during the grant activity period (proof of residency required)
- Applicant is a USA citizen with a Social Security Number
- Applicant is a practicing artist or artisan in any area of the arts, or a cultural producer/maker; is actively creating, curating, or producing work; has demonstrated success in the arts through high-quality work and/or contributions to the field
- Applicant does not have disbarment, suspension, or any other exclusions or disqualifications from doing business with the federal government
- Non-profit arts organizations should apply for the Northwestern PA Arts Recovery grants for organizations [link]
- Individual artist grant program applications must be complete in order to be eligible

Note: Artists who work for an arts organization that is applying for a Northwestern PA Arts Recovery grant can apply for an individual artist grant. Artists who have a practice outside of their responsibilities as a salaried staff person or as a contracted services artist, may apply for a grant for their own project. If the organization is in some way involved in the project, as, for example, providing a venue for the project to take place, both artist and organization must take care not to have both grants pay for the same expenses. If an artist is not employed by the organization but both entities have a Northwestern PA Arts Recovery grant, the same restrictions apply.

PROJECT ELIGIBILITY

Northwestern PA Arts Recovery funds will be granted by EAC to individual artists for the purposes of leading community-based workshops, demonstrations, or presentations. Presentations may be single events, or multi-day residencies or series, and may take place in-person or virtually. Acceptable programs will meet the following requirements:

- Eligible activities must take place in Erie, Warren, Crawford, Venango, Mercer, or Lawrence county
- Eligible activities must take place during the grant activity period
- Eligible activities are non-admission based, and in service to the community
- Eligible activities comply with federal regulations and policy requirements that prohibit discrimination, ensure accessibility, and provide for the protection of environmental and historic resources; more detailed requirements can be found later in these guidelines

Acceptable programs might resemble one of the below presentations (this is a non-exhaustive list):

- An **artist talk**, in which the artist discusses their work in general, a specific project, or another topic related to their discipline
- A **workshop**, in which the artist leads community members in the production of individual or collective art-making
- A **educational residency**, in which the artist collaborates with educators or community leaders to use their artistic discipline to teach core curriculum subjects or address critical issues relevant to the hosting community

FUNDING RESTRICTIONS

Acceptable uses of funds include:

- Artist and/or teaching artist fees
- Materials and supplies necessary for presentation
- Production expenses including facility rental, contracted services, etc.
- Promotion and documentation

Grant funds *cannot* be used for any of the following:

- Professional development or research
- Activities which take place outside the grant activity period
- Expenses which are incurred before/after the grant activity period
- "Artist relief" programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work
- Hospitality, food, or beverages, including alcoholic beverages
- Commercial (for-profit) enterprises or activities, including concessions, food, clothing, artwork, or other items for resale; this includes online or virtual sales/shops
- Construction, purchase, or renovation of facilities
- General fundraising

- General operating expenses
- General miscellaneous or contingency costs
- Land purchase costs
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public
- Mortgage interest, fines and penalties, bad debt costs, or deficit reduction
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization
- Social activities such as receptions, parties, or galas
- Subawards to replace lost revenue
- Travel costs
- Vehicle purchases
- Visa costs paid to the US government
- Voter registration drives and related activities
- Costs supported by any other federal funding—this includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity
- Expenditures related to compensation to foreign nationals when those expenditures are not in compliance with regulations issued by the US Treasury Department Office of Foreign Assets Control
- All other costs that are unallowable per 2 CFR 200 and other laws
- Activities that have a religious purpose
- Activities for which academic credit is given

APPLICATION PROCESS & REQUIREMENTS

Letter of Interest

Grant applications for individual artists will take place in two stages. First, applicants will submit a Letter of Interest (LOI), outlining the scope, plan, and goals for the proposed project. The LOI will address the following points:

- Write a brief artist bio or artist statement (≤500 words)
- Outline the proposed project (≤500 words); see “Project Eligibility” section above for acceptable activities:
 - What is the activity being proposed?
 - Where will it take place? Has the artist already communicated intent to the host site? (Note: EAC is willing to introduce artists to possible host sites, and initiate dialogue on potential collaborations. Applicants should Contact [\[link\]](#) Northwestern PA Arts Recovery administration if they need assistance finding a host site).
 - Who is the target audience, and how will audience members participate?
 - How will the event be promoted?
 - How will the project create meaningful experiences and/or have an impact on artists, the local arts community, or the community as a whole?

LOIs will be evaluated by EAC staff, and feedback will be offered so applicants can craft a more effective application. Letters of intent should be submitted (using the [link] below), by **11:59pm (EST) on April 30, 2022** (see “Deadlines” section above for cycle 2 deadlines). Applicants will receive feedback from EAC within two weeks of the submission deadline, at which point they can begin the full application.

Application

The full application will be completed online [link], and is due by **11:59pm (EST) on May 31, 2022** (see “Deadlines” section above for cycle 2 deadlines). Applicants must provide with the application:

- Résumé or CV (PDF preferred, a thorough artist bio may substitute for this document)
- Artist bio (≤500 words)
- Artist statement (≤300 words)
- Description of project (≤500 words)
- Budget and timeline for proposed project
- **Work samples:** Using the guidelines below, please provide representative work samples starting with the strongest/most representative works. In general, only include samples of work created within the last five years. Older work may only be accepted if there is a strong reason to include (e.g., to show a progression, connection, or a revisit to current work). Completed works are preferred, though works-in-progress may be accepted from young or emerging artists. Work samples can be uploaded/attached directly to the application, or links to web-based hosting platforms (YouTube, Vimeo, SoundCloud, etc.) may be submitted. It is suggested that, wherever possible, applicants photograph each individual work against a neutral background.
 - **Performing arts** (dance/choreography, theater, live music, comedy, etc.): 2-4 video and/or audio samples with a total duration of ≤10 minutes
 - **Literary arts** (poetry, playwriting, fiction): 2-4 writing samples (poems, short stories, excerpts of larger works) with a total length of ≤10 pages (PDF preferred)
 - **Media arts** (film/video, studio music, video games): 2-4 video and/or audio samples with a total duration of ≤10 minutes; game designers may submit games in easily accessible formats only (e.g., browser-based games), otherwise, video summaries/walkthroughs are preferred
 - **Visual arts** (painting, sculpture, ceramics, 3D art, drawing, printmaking, architecture, crafts, fiber arts, fashion design, et al.): up to 10 high resolution images
 - **Installation and Environmental arts** (installations, gardening, earth works, site-specific or place-based art): up to 10 high resolution images, and/or video walkthroughs with a total duration of ≤10 minutes
 - **Conceptual arts / Folk Arts / Culinary arts / Other unspecified practices:** artists of all disciplines may apply; any work samples which do not fit into the above

categories can be submitted using similar formats: ≤10 minutes of time-based media (audio/video), ≤10 high resolution static images, or ≤10 pages of text

APPLICATION ASSISTANCE

Application assistance will be available in a variety of capacities, including but not limited to:

- **Application workshop:** EAC will host an application workshop on **May 2, 2022** at 7pm EST. The workshop will cover best practices for submitting an effective application, and will be available virtually and in-person (the latter pending CDC & local guidelines). The workshop will be filmed and available after the event on EAC's website. If grant funds are available for a second cycle, virtual office hours will be held on August 1, 2022 for applicants who have questions (11:00am-1:00pm; 6:00-8:00pm). EAC is available at other times by appointment (see section below for contact information).
- **Accommodations:** Visit [Contact](#) [link] to reach out to Northwestern PA Arts Recovery administration for accommodations including, but not limited to:
 - Audio or video application
 - Paper application
 - Translation or language assistance
 - Accommodations for different sensory abilities

EVALUATION CRITERIA

While EAC will play no role in evaluating the application, it will review each application to make sure it is complete and meets eligibility requirements. Applications that meet the requirements will be reviewed by a diverse panel of artists, art administrators, educators, and community leaders. A total of 100 points is possible with 76 points required for funding consideration, and with final awards granted to applicants with highest relative scores while award funds remain.

- **Artistic Excellence & Artistic Merit** (40 points): Applicants will be evaluated by a set of varied aesthetic principles. While the artist's creative work need not exhibit *all* of the following criteria, some of these attributes should be identifiable qualities of their body of work.

The artist's creative work...

- demonstrates imaginative use of creative resources
- embodies commitment to the creative process
- expresses strong ideas with clarity and purpose
- evokes vivid sensory or emotional experiences
- poses new ways of being, models new forms of action, or subverts dominant norms
- facilitates collective meaning that transcends individual experience
- demonstrates integrity and ethical use of material with specific cultural origins and context

- deepens impact by remaining open, fluid, transparent, and able to hold contradiction
- achieves sustained resonance, impact, or value
- **Planning and Design** (30 points): The applicant demonstrates that the goals of the project can be completed within the proposed timeframe and budget. The level of funding requested is appropriate and the budget will cover all expenses associated with the project. The applicant demonstrates the ability to administer the project and manage the grant, including but not limited to having a clear plan for marketing, and subsequently, evaluating how and if the grant goals were met. The applicant appropriately considers the community in which the proposed project will take place.
- **Cultural Engagement** (30 points): The applicant demonstrates the cultural and community need for and/or benefits of the project. The proposed activity is able to create meaningful experiences and will have a measurable impact on artists, the local arts community, or the community as a whole. Proposed activities will be evaluated on the degree to which they benefit the diverse geographic, cultural, and ethnic populations of the community including, but not limited to, veterans and active service members and their families, youth, people with different abilities, people with low incomes, and populations representative of cultures experiencing the most significant social inequities.

REVIEW PROCESS & RESUBMISSION

Applicants who are not awarded funds in a cycle may resubmit applications for possible funding awards in future cycles (if and only if unawarded grant funds remain available). Applicants will receive comments from the evaluating panel, which are intended to assist the applicant in applying in the future. These comments do not, necessarily, justify or explain the score, as they are made in a group forum and the grant score is each individual panelist's opinion.

There is no formal appeals process for applicants who do not receive awards.

FUNDING DISBURSEMENT

Within 30 days of the execution of the grant agreement and submission of required forms including a request for payment, grantees will receive two thirds of the grant award. Upon completion of grant funded activities, grantee must submit a Final Report as described below in **Compliance and Reporting** which includes an accounting of how all grant funds were expended. Upon review and approval, EAC will process the payment for the remaining third of the award. Final payment will be made within 30 days.

PUBLICITY AND CREDIT REQUIREMENTS

Each grantee must recognize grant-supported activities in all print and broadcast promotion, publicity, advertising, and printed programs by including a copy of EAC's logo and the National Endowment for the Arts (NEA) logo and the following credit line:

"Supported by a grant from the Erie Arts & Culture, with funds from the National Endowment for the Arts."

Credit text must be the same font size as other recognized sponsors and organizations. Failure to provide such acknowledgement will be considered a non-compliance issue. Recipients must share with EAC staff all public event and exhibition announcements during the grant funding period by emailing ethan@erieartsandculture.org.

COMPLIANCE & REPORTING

For a two thirds advance payment of the award, upon approval of award, grantees must submit:

- Signed grant agreement, including acknowledgement of compliance criteria, and request for payment
- Updated timeline for grant activities
- Short blurb about the project
- General liability certificate
- Artist headshot
- Short biography
- Any additional documents that may be required by EAC or NEA

For the final one third payment upon completion of grant-funded activities, grantees will submit a Request for Payment with a Final Report. This report will be received by EAC no later than **30 days** after completion of the project. The final report will include:

- Full documented accounting of all grant income and expenditures
- Written report and evaluation that gives a detailed description of all activities, projects and services, including:
 - Number of community members in attendance (both in-person and virtually); who they were and how they participated
 - Photographs, promotional materials, newspaper accounts, or other documentary information (if available)
- Additional monitoring and/or reporting may be required
- All reports must comply with NEA reporting requirements, which EAC will provide

Funding will be withheld if the grant recipient does not meet the necessary requirements laid out in these guidelines, and the completion of required reports as agreed to by the grantee's acceptance of EAC funding.

RECORDS RETENTION AND ACCESS

EAC or any duly authorized representatives shall have access to any books, documents, papers, and records maintaining the accounting of funds expended under the terms and conditions of this grant for the purpose of making audit, examination, excerpts, and transcripts. Grantee's records shall be retained for three (3) years from the date of submission for the final expenditure report to the Federal awarding agency, or until an audit finding the involved records has been resolved, whichever is the longer period.

COMPLIANCE WITH STATE & FEDERAL LAWS

When accepting a grant approved by EAC, grantees are required to comply with all state laws applicable to EAC's grant program and those federal laws required by the NEA, including but not limited to:

- **Nondiscrimination policies:** Title VI of the Civil Rights Act of 1964, Executive Order 13166, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, The Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. These laws and policies bar discrimination on the basis of race, color, national origin, English proficiency, sex, age, or disability, while also ensuring accessibility in federally assisted projects, education programs, and activities.
- **Environmental and Preservation Policies:** The National Environmental Policy Act of 1969 and the National Historic Preservation Act of 1966. These laws and policies provide for the protection of environmental and historic resources. Additional reporting may be required.
- A list of relevant federal policies will be provided to all awardees, and can currently be found in the Frequently Asked Questions [\[link\]](#).

QUESTIONS & CONTACT

Visit [Frequently Asked Questions \[link\]](#), or [Contact \[link\]](#) to reach out to Northwestern PA Arts Recovery administration with specific questions.