



Erie Arts & Culture
Northwestern PA Arts Recovery
Grant Opportunity
2022 Arts & Cultural Organization Guidelines

PROJECT OBJECTIVE

Erie Arts & Culture (EAC) offers a new Arts & Cultural Organization Grant Program through the National Endowment for the Arts and the [American Rescue Plan](#). The grants are intended to fuel the art sector's recovery from the devastating economic and health effects of the COVID-19 pandemic. These funds are intended to help support arts organizations 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 a wide variety of arts organizations. Through this project, EAC will provide support to regional organizations 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 will competitively award ARP funds to eligible arts and cultural non-profit organizations. These funds are intended to help support jobs in the arts sector, maintain day-to-day operations of arts organizations, and assist in the sector's response to and recovery from the COVID-19 crisis.

DEADLINES

This is a one-time grant.

Cycle 3:

Applications open:	November 1, 2022
Application deadline:	January 7, 2023, 11:59pm EST
Notification:	on or before February 7, 2023

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

*If grant received in later cycles, the activity period will begin on the day of notification (e.g., February 7, 2023 in Cycle 3).

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

GRANT AMOUNTS

Applicants may request grant amounts **between \$2,500 and \$5,000**. Grants are limited to one (1) request per applicant. Payments will be made directly to awardees. Panelists will decide for or against a request, and will not award a lesser amount than is requested. An EAC grant award carries no commitment for future support beyond the grant activity period.

MATCHING FUNDS

There is no matching funds requirement for this program.

APPLICANT ELIGIBILITY

- Applicant must be a 501(c)3 non-profit organization or federally-recognized Indian tribal governments whose principal office/activities are located in Erie, Warren, Crawford, Venango, Mercer, or Lawrence county.
- For-profit entities, fiscal sponsorships and fiscal agents are not eligible applicants.
- At the time of application, all applicants must have a Unique Entity Identifier (UEI), from the System for Award Management (SAM) at www.sam.gov. This may take several weeks and applicants are encouraged to begin the process immediately. The SAM registration must be current at the time a grant is made and throughout the life of the award. Registration with SAM is always free.
- Applicant must have an annual operating budget less than \$750,00.
- Applicant's primary focus must be around providing high-quality arts experiences to residents in one of the six counties listed above. This may include arts engagement activities (performances, exhibits, events, etc.) arts education, or both.
- Applicant does not have disbarment, suspension, or any other exclusions or disqualifications from doing business with the federal government.
- Individual artists should apply for the Northwestern PA Arts Recovery grants for individual artists.
- Arts organization grant program applications must be complete in order to be eligible.

Note: Organizations who contract/hire individual artists that are applying for a Northwestern PA Arts Recovery grant can apply for an organization 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.

FUNDING RESTRICTIONS

The Northwestern PA Arts Recovery grant for Arts and Cultural Organizations is an operating grant. Applicants may direct funds to any eligible category of expense that is part of the operations of the organization.

Acceptable uses of funds include:

- Salary support, full or partial, for one or more staff positions
- Fees/stipends for artists and/or contractual personnel to support the services they provide for specific activities in support of the subgrantee organization's day to day operations
- Facilities costs such as rent and utilities
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.)—not for program or project support
- Indirect costs (e.g., independent contractor or 1099 personnel fees)
- Marketing and promotion costs associated with day-to-day operations

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

- 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 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 REQUIREMENTS

Applicants must provide with the application:

- IRS Letter determining tax exemption under 501(c)3 of the federal tax code
- Unique Entity Identifier (UEI) from the System for Award Management (SAM) at www.sam.gov (see Applicant Eligibility above for details)
- Financial documentation for the organization's prior year, consisting of at least one of the following:
 - a complete copy of an independent financial audit
 - a CPA certified compilation
 - signed financial statements (balance sheets, revenues and/or expenses, *and* an IRS 990 form)
- Mission Statement that clearly states that the purpose of the organization is to provide, produce, present, or promote the arts within its home county, or Northwest Pennsylvania.
- Narrative of your agency's programming and service scope addressing the review criteria:
 - Explain the ways your organization's history of cultural programming demonstrates the impact and relevance of your mission to artists, the artistic field, and your communit(y)(ies). Describe specific recent programs or events that demonstrate the way your organization realizes your mission. Indicate which programs your organization has found to be most successful, and what you have learned from presenting them. (≤500 words)
 - Briefly describe the communit(y)(ies) your organization serves and the needs demonstrated in the community. Indicate how those needs inform the program selection, marketing efforts, production of and participation in events, and the ways your organization evaluates and maintains relationships with communit(y)(ies). Explain how the knowledge and expertise of your organization's leadership ensures best practices are followed in this regard. Applicants are encouraged to include specific strategies or initiatives your organization has implemented, and/or specific areas of experience demonstrated by your organization's leadership. (≤500 words)

- Briefly describe efforts your organization is taking to further access, inclusion, and equity in your organization or programs. Explain the strategies your organization is implementing to welcome and engage a broad diversity of the community (e.g., veterans/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) into your programs and/or spaces. Indicate what (if any) barriers you have identified, and explain your approach for removing them. (Barriers may include, but are not limited to, physical ability, language, cultural norms, educational background, and economic resources.) (≤500 words)
- List of programming for the current and projected year, including dates, location (city and host site), and audience size/demographics
- Up to eight (minimum of two) work samples and support documents in digital formats (.jpg, .pdf, etc.) that best convey the quality, diversity, content, and participants of the organization, including but not limited to:
 - visual art samples
 - audio samples (≤10 minutes)
 - video samples (≤10 minutes)
 - documentation of recent projects
 - brochures and marketing materials
 - media articles or blog posts
 - reviews, testimonials, or support letters
- Names of your agency's governing board

APPLICATION ASSISTANCE

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

- **Information Session:** EAC hosted an application information session on May 2, 2022, which covered best practices for submitting an effective application, and is now available virtually on [EAC's Facebook page](#). An additional workshop for Cycle 3 may be scheduled in the near future. EAC is available at other times by appointment ([contact](#) grant administration to set a time).
- **Accommodations:** [Contact](#) 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): the organization's history of cultural programming demonstrates the value, impact, and *relevance* of its work and mission to artists, the artistic field, and its community; the organization demonstrates expertise or experience in producing high quality programming
- **Management and Leadership** (30 points): the organization demonstrates effective management, necessity of funds, and is responsive to the needs and priorities of the communities it serves through its programming and services; the organization demonstrates a plan for the use of grant funds to effectively support its operations
- **Cultural Engagement** (30 points): the organization demonstrates a mission of power sharing and trust building with its community, an understanding of the community's needs and concerns, and the production of programming that is relevant and meaningful to the community; the organization demonstrates that its programs, services, information, and facilities are accessible, inclusive, non-discriminatory, and committed to equity; the organization shows strategies to reach veterans and active service members and their families, youth, people with different abilities, people with low incomes, 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. At the end of the grant period, or 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 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
- Photographs or illustrations that effectively represent their organization
- A high resolution logo for the organization
- A short blurb about the organization
- General liability certificate
- 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:

- Detailed accounting of all grant income and expenditures
- Written report and evaluation that gives a detailed description of all activities, projects, and services conducted over the course of the grant funding period including:
 - Number of community members in attendance at events (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

Although grantees will not be required to provide copies of receipts and other itemized back up, they must provide an accounting of expenses in the Final Report which must be reviewed and approved by EAC before any further funds are released. The accounting format must indicate the amounts and payee of each charge to each budget category.

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](#).

QUESTIONS & CONTACT

Visit [Frequently Asked Questions](#), or [contact](#) Northwestern PA Arts Recovery administration with specific questions.