
American Rescue Plan (ARP) Economic Support Program

Arts and Cultural Performance and Event Grants

ROUND 2: November 1, 2021-August 31, 2022 Events

Program Guidelines

2021



American Rescue Plan Performance and Event Grant Program Guidelines

ROUND 2: This application is for events occurring between November 1, 2021-August 31, 2022. You may only receive one ARP Performance and Event grant in total.

Purpose

The City of Cincinnati has received American Rescue Plan (ARP) funding to combat the ongoing impacts of COVID-19 in the community. Many non-profit arts and cultural organizations had to cease operations or had their operations severely diminished due to Ohio's mandated closures. As such, the City of Cincinnati has allocated up to \$1 million of its ARP funding to help rebuild Cincinnati's arts sector in the wake of \$140M+ in lost revenue and a year of shuttered venues through offering free, live outdoor arts and cultural events within the City of Cincinnati ("Program"). The Program will be administered by ArtsWave, pending completion and terms of contract with the City of Cincinnati. With input from the City of Cincinnati, ArtsWave will make the final determination on award and award amounts. In addition, all payments will be made directly by ArtsWave to the organization.

ARP funding can only be used to cover costs of necessary expenditures incurred due to the COVID-19 public health emergency. For this grant, costs must be used for the proposed events only with a maximum of 10% budgeted for indirect expenses. All costs must not be covered by any other Federal emergency funding (CARES Act, SVOG, PPP, ARP, etc.) and must comply with any Guidance, Frequently Asked Questions and Answers issued by the federal government or State of Ohio, which includes without limitation, the US Treasury, the Office of Inspector General, the Ohio Auditor of State, and the Ohio Office of Budget and Management. For Assistance, the US Department of Treasury's guidance on the Coronavirus Relief Fund can be found as follows:

Treasury Guidance to State and Local Governments page link:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>

Quick Reference Guide: <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf>

Frequently Asked Questions: <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

Who May Apply

ArtsWave shall ensure that all grantees in this category meet the following eligibility criteria and comply with the following requirements:

- Event must occur between November 1, 2021-August 31, 2022
- Event must occur in the city of Cincinnati
- Event must be presented at no cost to audiences and or participants
- Applicant must have a history of providing services for city of Cincinnati residents
- Applicant must be a nonprofit 501(c)3 organization (or partner with a nonprofit fiscal agent) with a primary mission is to provide arts and cultural programming that is open and accessible to the general public

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- Applicant must have been in existence as of March 1, 2019 and can show proof of operating revenue and expenses prior to March 1, 2020 IN THE CITY OF CINCINNATI
 - Applicant must be registered with State of Ohio Attorney General's Office: <https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Business/Online-Charitable-Registration-Information-Sheet>
 - Applicant must have a DUNS number prior to being awarded grant funding. A DUNS number can be requested here: <https://fedgov.dnb.com/webform/displayHomePage.do>
 - Applicant must be registered at SAM.gov and provide a current CAGE number
 - Applicants must be currently in compliance with all state laws and treasury regulations, including those applicable to its status as an organization recognized as a tax-exempt entity under I.R.C. 501(c)(3) and a non-profit organization under Ohio law

Ineligible Service Providers and Programs

The following entities are NOT eligible to apply for ARP funding from the Program:

1. Organizations whose primary mission is not arts related (e.g. social service, religious, education, science, parks, nature, or health organizations)
2. Social clubs and membership only organizations
3. Arts or cultural programming entities that are not free, open and accessible to the general public
4. Arts or cultural programming entities located outside the City of Cincinnati city limits
5. Events that charge a fee for entrance or participation

ArtsWave will not award grant support to organizations that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief. In doing so, we seek to promote respect for all people.

Eligible Requests

The ARP Arts and Cultural Performance and Event Grants Program provides funding for arts or cultural events that target restarting and regrowing the arts in the City of Cincinnati. An event is defined as a specific, connected set of activities with a start date, end date, and explicit goals and objectives (see [Appendix A](#) for more application definitions). Projects with multiple components and/or event dates must show a cohesive theme that ties the entire project together.

Eligible project requests may include a new event or an existing event that can demonstrate a restart or regrowth to the arts in the City of Cincinnati.

Receiving an ARP Arts and Cultural Performance and Event grant is a competitive process. Organizations proposing an event should be prepared to demonstrate how the proposed work will aid in restarting and regrowing the arts. Examples may include:

- Providing a free event
- Activating an arts or cultural space

- Serving a targeted geography within the City of Cincinnati
- Serving and inviting a new or expanded audience (e.g., age or culturally specific)
- Expanding exposure to an existing project (e.g., already scheduled summer programming, annual events, etc.)
- Using the arts to encourage Cincinnatians to rediscover the city and to bring people together after a year-plus of social isolation
- Taking place in an outdoor (weather permitting), accessible location in the city of Cincinnati between November 1, 2021-August 31, 2022
- Presenting an event that
 - has a reasonable and attainable budget, and allows for free admission
 - engages and compensates diverse local artists
 - has the clear potential to attract audiences and demonstrate Cincinnati's renewing vibrancy and dynamism
 - has the clear potential to stimulate ancillary economic activity, including patronage at nearby businesses
 - has a plan to adhere to relevant safety protocols

ArtsWave will not award grant support to organizations that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief. In doing so, we seek to promote respect for all people.

Organizations may only submit one application per deadline. Organizations may only receive one ARP Arts and Cultural Performance or Event grant in total.

Ineligible expenses

1. *Revenue replacement*
2. *General operating support*
3. *Re-granting*
4. *Construction costs*
5. *Any tax, license or fee obligations payable to any governmental entity businesses*
6. *Costs for political activity, including lobbying*
7. *Fundraising*
8. *Damages covered by insurance*
9. *Reimbursement to donors for donated items or services*
10. *Workforce bonuses*
11. *Severance pay*
12. *Legal settlements*
13. *Advancing or inhibiting a religious ideology*
14. *Advocacy of specific political causes or candidates*
15. *Prepayment of expenses for services*
16. *Expenses that were already covered by financial assistance from other county, city, state, or federal forgivable loan or grant programs established in response to COVID-19 or by insurance*
17. *All costs which are ineligible per the most recent U.S. Treasury guidance and Frequently Asked Questions:*
<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently->

Asked-Questions.pdf; <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

18. Any cost or expense not permitted by any state or federal guidance or information.

Grant Agreement: Allowable Uses of Grant Funds and Conditions:

For each awarded applicant, ArtsWave shall enter into a grant agreement outlining the terms of the grant. The grant agreement for each grantee shall comply with the following:

- Grant funds may be used for any expense that the recipient deems to be necessary for the proposed event that restart the arts in the City of Cincinnati
- No more than 10% of the project budget may cover indirect costs
- Grant recipients must agree to employ as many local artists and staff as is financially responsible
- Grant recipients must agree to participate in ArtsWave's 'restart the arts' umbrella promotional campaign "Bring You," including using campaign logo and credits and entering all event data in www.artswave.org/Guide so that the public can discover and re-discover all of Cincinnati's arts experiences
- Grant recipients must submit a final report form by December 1, 2022.

Process for Determining Award Amounts

Award amounts will be determined based on the individual scores, event request amounts, and the total applicant pool. Final determination will ensure that a variety of neighborhoods, audiences, art forms and artists, and dates on the calendar are served through this program.

Applicants should consider the impact the project will have in restarting and regrowing the arts, particularly the number of artists and arts staff employed, the diversity of programming and audience, and the overall economic impact of the community in which the event is presented.

Following the close of the application period, based on the number of applications received, ArtsWave, with City input, will make a final determination on the size of grants set forth.

Match Requirements

There is no match requirement for the ARP Arts and Cultural Event Program.

Instructions

All application materials must be submitted via Submittable, ArtsWave's online grantmaking system. We strongly recommend that you begin your online application well before the due date to familiarize yourself with the online grantmaking system and to address any technical concerns. While completing your application, remember these tips:

- Be brief, clear and direct, focusing on what is most important.
- Review panelists may have little or no prior knowledge of your organization. Create a stronger application by:
 - not assuming reviewers have extensive knowledge of your organization, your event or all artistic disciplines;
 - explaining acronyms; and
 - explaining the characteristics of your community or audience as needed.
- We recommend that you prepare your responses offline in a word processing program and then copy and paste them into the appropriate sections of the online application.
- Limit the use of bullets and other formatting in text fields.
- Add Impact@ArtsWave.org to your safe senders list to ensure that you receive all communications from the online grantmaking system.
- Use one of the following compatible browsers: Chrome® v.22+, Firefox® version v.27+, Internet Explorer® v.8-10 (if enabled), Internet Explorer v.11, Safari® v.7+, or Edge®.

The application for the ARP Arts and Cultural Performance and Event Grant Program can be accessed using the following [link: https://artswave.submittable.com/submit](https://artswave.submittable.com/submit)

THE APPLICATION CONSISTS OF THE FOLLOWING SECTIONS:

A. Organization Information and Required Documentation

- Organization Contact Information as stated in current 990 Tax Form *
- County of Organization's address as listed on 990 Tax Form*
- Neighborhood of Organization's address as listed on 990 Tax Form*
- Chief Professional Officer Contact Information*
- Grant Contact Information (if applicable)
- Type of Organization*
- Social Media Handles
- Organization High Resolution Logo (attachment)
- If 501(c) 3
 - Organization EIN*
 - IRS Determination Letter (attachment)*
- Registration at Sam.Gov.
 - CAGE number*
 - DUNS*
- Proof of Business Address (this can be evidenced by records such as a mortgage statement, utility bill, insurance statement, and property tax bills) (Attachment)*
- Mission Statement*

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- Provide a brief description of your organization and the type of programming you provide. (150-word limit)*
 - Please provide your organization's Diversity Statement*
 - Describe your organization's audience and the communities you serve. Please include demographic information such as your audience age, communities--geographic, language, ethnicity, etc. (150-word limit)*

B. Financials

- Annual operating budget *
- Total project budget *
- Requested grant amount *
- How will the grant funds be used? (150-word limit)*
- Most recent annual financial statement (attachment) *
- ARP Performance and Event Grant Budget Form (attachment). *(Blank copies of this form may be found on the [Apply for Funding](#) page.)* *

C. Details of Request

- Project title*
- Project Location Address*
- Explain how and why this location was selected*
- Provide a description of the proposed project (150-word limit) *
- Provide a narrative statement describing the impact the project will have in restarting and regrowing the arts, particularly the number of artists and arts staff employed, the diversity of programming and audience, and the overall economic impact of the community in which the event is presented.
- Anticipated project start date and end date *
- Please include a current safety protocol plan for your event, if needed
- Please list any organizations you will collaborate with for this project and briefly describe the nature of the collaboration. (150-word limit)
- Please list any community businesses you will collaborate with for this project and briefly describe the capture of the collaboration
- Describe the anticipated economic impact this project will have on the community in which it is presented and to Cincinnati overall
- What are the project's objectives and intended outcomes? These objectives and intended outcomes should be specific, measurable, and aligned to restarting or regrowing the arts in Cincinnati. *Please refer to the **Process for Determining Award Amounts** section on page 5 (250-word limit) **
- How will outcomes be measured and who (e.g. staff, consultant, etc.) will measure them? (250-word limit)*
- Please upload an example of your organization's work that illustrates your capacity to accomplish the proposed project. (attachment) *

D. Anticipated Participation Numbers

- Total number of adult participants
- Total number of youth participants (ages 0-18)

- Total number of volunteers needed
- Total number of unpaid artists
- Total number of paid artists
- Total number of paid non-artistic staff

D. Organization Staffing: Required for City Reporting

- TOTAL Administrative FTE ******(payroll only) in FY21
- TOTAL Artistic FTE****** (payroll only) in FY21
- TOTAL Administrative FTE****** (contract only) in FY21
- TOTAL Artistic FTE****** (contract only) in FY21

***To Calculate FTE: Cumulative number of hours all FT and PT employees work on average per week / 30 hours per week = # of FTEs. 1 FTE works on average 30 hours per week. Example: 4 PT employees working 20 hours week = 80 working hours per week / 30 hours per week (1FTE) = 2.7 FTE.*

E. Statement of Assurances* An authorizing official will certify that s/he is authorized to submit the application on behalf of the organization and that the information submitted in the application is true and correct to the best of his/her knowledge. The signature also certifies understanding that all records related to this grant must be retained for no fewer than five years following December 31, 2022, which may be available to ArtsWave, the City of Cincinnati, or other entity in case of an audit. Additionally, the signature certifies that any unused funds may be subject to return at the end of the grant period.

**delineates a field required to submit*

All application materials must be submitted through the online grantmaking system by **5:00 pm EST on September 16, 2021. Late applications will not be accepted.**

Grant Workshop

A Pre-recorded workshop is available on ArtsWave's website at ArtsWave.org/apply.

Grant Requirements

Upon notification of award, grant recipients must submit a grant acceptance form/formal contract. A single grant payment will be issued once the grant acceptance form has been received.

Organizations must submit a close-out report and all required source documentation by December 1, 2021.

Key Dates for **EVENTS AUGUST 1-OCTOBER 21, 2021 ONLY.**

Applications Open	Application [*] Deadline	Funding Decision	Final Report Due
July 16, 2021	September 16, 2021	October 21, 2021	December 1, 2022

* application closes at 5pm on the deadline

ArtsWave

For questions related to eligibility or eligible expenses, please contact Sam Cribbet, Vice President of Finance, at samantha.cribbet@artswave.org.

For questions related to the grants portal, please contact Ray Gargano, Vice President of Community Investments, at ray.gargano@artswave.org.

Review Criteria

Contact

A team consisting of ArtsWave employees will review and verify the applications and documentation to ensure the eligibility criteria is met. A Review Committee consisting of community leaders and volunteers will meet to discuss, score and rank all eligible applications. With input from the City of Cincinnati, ArtsWave will make the final determination on award and award amounts.

The Review Committee of community leaders and volunteers will use the following criteria as a minimum when reviewing the applications:

1. The organization has the capacity to provide quality arts and cultural experiences for the community.
2. The proposed event has potential to restart and regrow the arts in the City of Cincinnati as outlined in **Process for Determining Award Amount** section and more
3. The event objectives and intended outcomes are clear and measurable
4. The event is realistic in budget and can be achieved in the proposed timeline
5. The event has proposed a manageable safety plan
6. The event has potential for economic impact in the community presented, including hiring artists and other artistic and event staff and driving customers to local businesses
7. The event will provide a welcoming, safe space for a diverse community OR the project increases access to arts experiences in one or more underserved or at-risk populations

Appendix A: Grant Application Glossary

501(c)3 Status

A non-profit organization that has been approved by the Internal Revenue Service as a tax-exempt, charitable organization.

Non-Profit in Nature

An organization, group or individual artist whose programming are organized for purposes other than generating profit (such as to benefit a community or communities) but are without a 501(c)3 status.

Fiscal Agent

A fiscal agent is a non-profit organization that holds the tax-exempt status as granted by the Internal Revenue Service under code 501(c)3 and that agrees to act on behalf of an individual or organization that does not yet have tax exemption for the purposes of this grant process.

Cincinnati-Middletown, OH-KY-IN MSA

The Cincinnati-Middletown, OH-KY-IN MSA includes the following counties: Brown, Butler, Clermont, Hamilton, and Warren Counties in Ohio; Boone, Bracken, Campbell, Gallatin, Grant, Kenton, and Pendleton Counties in Kentucky; and Dearborn, Ohio, and Union Counties in Indiana.

Project

A project is defined as a specific, connected set of activities with a start date, end date, and explicit objectives and outcomes. Projects with multiple components and/or event dates must show a cohesive theme that ties the entire project together.

New Project

A project that has not occurred before and/or has not received ArtsWave funding before.

Existing Project

A project that has occurred before (this may include projects that have OR have not received ArtsWave funding before).

New or Expanded Audience

Demonstrated project expansion through serving a new or expanded audience, such as an age group, a racially or culturally specific group, etc.

New or Expanded Geography

Demonstrated project expansion through serving a new or expanding geography, such as a school district, neighborhood, municipality, county, etc.

Other Expansion

Demonstrated project expansion through deepened impact, such as expanded themes, content, or timeframe.

Estimated Total Participation – Adults

The estimated number of persons aged 19+ years that will be reached through this project.

Estimated Total Participation – Youth

The estimated number of persons aged 0-18 years that will be reached through this project.

Objective

An objective defines the specific, measurable actions your organization must take to achieve successful outcomes.

Outcome

An outcome defines changes that have taken place because of your organization's work (i.e. results or impact). Outcomes help you answer the question, "so what?".

Annual Operating Budget

The annual operating budget should be based on a realistic projection of income for the current year. This should reflect an organization's entire operations, not just the project budget.

Financial Summary

A financial document (called: profit and loss, statement of activities, or income and expense statement) from your organization's most recently completed fiscal year.