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# American Rescue Plan (ARP) Economic Support Program

## **Museum and Gallery Relief Grants** Program Guidelines 2021



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## ARP Museum and Gallery Relief Grant Program Guidelines

### Purpose

The City of Cincinnati has received \$179 million in American Rescue (ARP) Act 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 museums and arts galleries in the wake of \$140M+ in lost revenue and a year of shuttered venues ("Program"). ArtsWave will administer the Program, pending completion and terms of contract with the City of Cincinnati, and 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 incurred between March 3, 2021 and December 30, 2022. 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

Nonprofit Arts organizations that meet the following eligibility criteria and comply with the following requirements may apply:

- Must operate an artistic venue and/or have offices located in the City of Cincinnati as listed on most recent 990 tax form
- Must provide services for City of Cincinnati residents
- Must be a nonprofit 501(c)3 organization with a mission dedicated to museums and or art galleries (that is, expressly stated in its certificate of incorporation or evidenced by 51%+ of annual expenses on arts-related activity in the area of museums or art galleries.)
- Must have been in existence as of March 1, 2019 and can show proof of operating revenue prior to March 1, 2020
- Must be able to attest to financial need for the grant due to increased expenses and/or decreased revenues due to COVID-19

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- Must be able to attest that this grant will help advance a viable plan/path to restarting and regrowing arts activity, including plans for resuming and growing programming when it is safe to do so, rather than funding the dissolution of the organization
  - 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>
  - 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>
  - Must be registered at SAM.gov and have an active CAGE number prior to being awarded
  - Must be 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. Performing Arts, Film or Community Arts Centers
3. Social clubs and membership-only organizations
4. Arts or cultural programming entities that are not open and accessible to the general public
5. Arts or cultural programming entities located outside the City of Cincinnati limits

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 for the Relief Program.**

### **Eligible Expenses**

In their final reports due December 31, 2022, organizations shall only submit costs and expenses that comply with any Guidance, Frequently Asked Questions and Answers issued by the federal government or State of Ohio, which includes without limitation, US Treasury, Office of Inspector General, the Ohio Auditor of State, and the Ohio Office of Budget and Management. Organizations are cautioned that guidance changes frequently and later versions may become available. Under all circumstances, organizations are ultimately responsible for the determination of the eligibility of expenses that it submits for reimbursement. By way of example only, the following may constitute Eligible Expenses:

**Business Interruption Costs** include support to cover general operating expenses related directly to required closures due to COVID-19 such as utilities, security, rent or mortgage payments, and personnel costs.

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**Restart Costs** include support to cover general operating expenses related directly as required to maintain business or restart following closures due to COVID-19 such as utilities, security, rent or mortgage payments, and personnel costs.

**Ineligible expenses:**

1. Revenue replacement
2. Construction costs
3. Any tax, license or fee obligations payable to any governmental entity businesses
4. Costs for political activity, including lobbying
5. Fundraising
6. Damages covered by insurance
7. Reimbursement to donors for donated items or services
8. Workforce bonuses
9. Severance pay
10. Legal settlements
11. Prepayment of expenses for services that extend beyond March 3, 2021
12. 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
13. All costs which are ineligible per the most recent US Treasury guidance and Frequently Asked Questions: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
14. 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 operational expense that the recipient deems to be necessary for restart or continuation of the organization's artistic activity, administration, or safely operated venue
- Grant recipients must agree to employ as many local artists and staff as is financially possible
- 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](http://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 the end of December 2022

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## Process for Determining Award Amounts:

Award amounts for relief of economic hardships caused by the pandemic will be determined by a formula that considers expenses in FY19 (pre-pandemic) and FY20 (pandemic disruption), as well as lost revenue over the last 12 months.

- >\$15M: Expected \$125,000-\$150,000 grants
- \$10-\$14.99M: Expected \$100,000-\$150,000 grants
- \$1-\$9.99M: Expected \$50,000-\$100,000 grants
- \$300K-\$999K: Expected \$25,000-\$500,000 grants
- \$100K-\$300K: Expected \$10,000-\$25,000 grants
- <\$100k: Expected \$2,500-\$10,000 grants

Following the close of the application period, and based on the number of applications received, ArtsWave will assess applicants' nature and degree of hardship. Together, with City input, ArtsWave will make a final determination on the size of grants set forth in the categories above.

## Match Requirements

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

## Application 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 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](mailto: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+, Safari® v.7+, or Edge®.

**The application for the ARP Museum and Gallery Relief Program Grant Program can be accessed using the following [link](https://artswave.submittable.com/submit): <https://artswave.submittable.com/submit>**

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THE APPLICATION CONSISTS OF THE FOLLOWING SECTIONS:

**A. Organization Information and Required Documentation**

- Organization Contact Information as listed on latest 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
- 501(c) 3 Information:
  - Organization EIN\*
  - IRS Determination Letter (attachment)\*
- Registration at Sam.Gov.
  - CAGE number\*
  - DUNS\*
- Proof of Venue or Office Address in the City of Cincinnati (this can be evidenced by records such as a mortgage statement, utility bill, insurance statement, and property tax bills) (Attachment)\*
- Mission Statement\*
- 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**

- Financial Statements: FY19, FY20, FY21 (actual or projected), FY22 (projected) (attachment) *(Blank copies of this form may be found on the [Apply for Funding page.](#))\**
- Audited Financial Statements for FY19 and FY20, if available (attachment)
- Narrative describing economic impact of COVID-19 including lost income and impact on numbers of artists, employees and wages between April 1, 2020 and March 30, 2021
- Number of canceled events between April 1, 2020 and March 30, 2021
- Narrative statement of plans to restart/resume/scale arts activity in the months ahead, including anticipated number of employees and anticipated numbers of local artists under contract, and how this plan fits into the overall restart of the arts and economic impact for the City of Cincinnati.
- CERTIFICATION OF NEED: Upload a Certification of Need stating that the applicant's organization has been economically affected because of local and state COVID-19 restrictions, and the American Rescue Plan Relief Grant is necessary to support the ongoing operations of the organization. The statement must include the factual assurance that the organization was in operation on March 1, 2019 and was earning operating revenue as of March 1, 2020. The application must also state that

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the organization is either currently in operation or intends to reopen (an estimated date for reopening must be included.).

### C. Additional Questions

- What is your total operating budget projected for FY21 in dollars?
- What was your overall operating budget **difference** between FY19 and FY20 in dollars?
- What is your projected overall operating budget **difference** between FY19 and projected FY21 in dollars?
- What is your total revenue loss incurred by your organization from March 1, 2020 through April 30, 2021. Include both earned revenue (box office, subscriptions etc.) and unearned (budgeted fundraising revenue that can't be realized, like galas)\*
- How much COVID-19/Federal recovery funding have you received between April 1, 2020 to present:
  - ArtsWave's Arts Vibrancy Fund
  - PPP (forgiven)
  - EIDL (forgiven)
  - CARES Act
  - Shuttered Venues Grant (anticipated)
  - Other
- Do you have outstanding loans (not including PPP/EIDL) obtained to cover unexpected costs due to COVID-19?

### D. 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.*

**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 July 30, 2021. Late applications will not be accepted.**

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## Grant Workshop

ArtsWave will host a free, online webinar to go over the ARP Performing Arts Relief Grant Program Guidelines, the application process, and any questions you might have about the program. The webinar will be held on July 8, 2021 from 4:00-5:00 pm. For details and to register, please visit:

<https://artswavearpgrantsworkshop.eventbrite.com>

The webinar session will be recorded and made available on ArtsWave's website.

## 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 in order to receive funding for any Eligible Expense incurred between March 3, 2021 and December 31, 2022.

## Key Dates

Applications Open	Application Deadline *	Funding Decision	Final Report Due
July 1, 2021	July 30, 2021	August 27, 2021	December 31, 2022

\* application closes at 5pm on the deadline

## Contact ArtsWave

For questions related to eligibility or eligible expenses, please contact Sam Cribbet, Vice President of Finance, at [samantha.cribbet@artswave.org](mailto: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](mailto:ray.gargano@artswave.org).

## Review Criteria

A team consisting of ArtsWave employees will review and verify the applications and documentation to ensure the eligibility criteria is met.



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## Appendix B: 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.

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**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.