

# PINELLAS RECOVERS



## Frequently Asked Questions 2022 Arts and Cultural Organizations

### **WHAT ARE DUNS AND UEI NUMBERS AND HOW DO I OBTAIN THEM.**

DUNS and UEI numbers the Federal government uses as identification for businesses and organizations (not individuals). An organization that applies for a Pinellas Recovery grant must have a DUNS number at the time of application and the UEI number by the day the panel awards grants, to receive an award. It may take several weeks to receive the UEI so organizations are strongly encouraged to begin the registration process at SAM.gov immediately.

1. If your organization does not have a DUNS number go to sam.gov and begin by applying for this number. It will take up to a couple of days to receive.
2. When you receive the DUNS, or if your organization already has the DUNS, go to sam.gov and on the right side of the screen Register. It may take several weeks to receive the UEI so do not delay.

On the application form the DUNS is required and in the field for UEI, if you have registered but not received the number type "Pending."

### **IF AN ORGANIZATION IS NOT LOCATED IN PINELLAS COUNTY CAN IT APPLY?**

If the organization's primary focus provides high-quality arts experiences to residents in and around Pinellas County it may apply. This may include arts engagement activities (performances, exhibits, events, etc.) arts education, or other experiences for Pinellas County residents.

If they provide services beyond Pinellas County they should apply Pinellas Recovers funds to services in Pinellas County.

## HOW CAN MORE THAN ONE PERSON READ OR WORK ON AN ORGANIZATION GRANT APPLICATION?

An application is “represented” in the online application by the person whose name is listed in the original registration screen. This may be different from the name on the Contact Information screen. However, multiple persons may access the application to add or edit or simply read. These people are listed as Collaborators in the application.

Be sure the Collaborators know what name and email is entered.

## OUR LAST 990 SUBMISSION IS MORE THAN A YEAR OLD. IS THIS AN ELIGIBILITY PROBLEM?

No. Upload the **most recently filed** 990 where that is asked for in the application.

## OUR ORGANIZATION HAS NEVER FILED A 990. IS THIS AN ELIGIBILITY PROBLEM?

If your organization had less than \$50,000 in income from all sources in your last fiscal year it is not required to file a 990 form. If organization income in your **last** fiscal year exceeded \$50,000 as shown in the operating budget, and a 990 has never been filed, contact [neagrants@creativepinellas.org](mailto:neagrants@creativepinellas.org).

## CAN I DOWNLOAD AND PRINT THE APPLICATION?

Yes. In the upper right corner of the screen click on the three dots. You may have to enable pop-ups. Each section of the application is a separate download.

Do I have to write the number of words in connection with each narrative text box?

1. Some of the large text boxes have a word **limit** – stated next to the title. For example: **Community Representation: (150 word limit)**

There is no word minimum for these responses. However, if you write more than the limit the system will give you an error message but will not tell you how many words you are over. It is recommended that you write all responses in a Word document, check the word count, and then copy and paste into the application.

2. The first two text boxes (Mission Statement and Short Description) have the word limit stated next to the title AND when the box is clicked, a word range appears below the box outline (ex This value must be between {25} and {50} words.). The minimum number of words MUST be typed. If your response does not require the minimum words then use filler “words” as in “swniuf” “giws” “q92nn” to meet the minimum.

**I SELECTED A YEAR FOR THE BASIS OF THE 10% OF OPERATING BUDGET FUNDING CATEGORY FOR WHICH WE DO NOT HAVE A 990 BUT THE APPLICATION ASKS FOR THAT DOCUMENT.**

We apologize for this confusing item. You may upload the Operating Budget for that year instead.

**HOW CAN GRANT FUNDS BE SPENT?**

Organizations must assign requested grant funds to specific operating budget categories that are listed in the application form. Although they may be assigned to a specific project or program internally for purposes of planning, Pinellas Recovers for organizations is an operating grant and the organization is not applying for a specific project or program. Therefore it may charge the funds against any organization activity as long as it remains in that operating budget category.

**Note: When filling out the budget in the application be sure to enter only expenses to be charged to the grant. Do not enter the entire operating budget expenses.**

For example:

If a producing theatre receives \$50,000 and in its application budgets half for Contracted Artistic Fees and half for Salaried Personnel it may charge the cost of contracted actors from any production in its season to the grant up to \$25,000 but it cannot charge the cost of carpenters or a contracted tech support person to the grant as they are not Artistic Services.

The intention of the NEA funding is to preserve jobs in the arts sector. An organization **may not use grant funds to initiate a new program**. For example, if the theatre in the above example has never had a program of acting classes for nonprofessionals, and it begins a program of these classes, it may not use the budget for Contracted Artistic Fees to pay the instructors **for that program**. However, if that program is an existing part of the organization’s season or operations at the time of the grant application it may charge the instructors’ fees to the grant in the Contracted Artistic Fees category.

## **HOW MUCH CAN I APPLY FOR?**

Organizations must select a grant request amount that is not more than 10% of operating budget for whichever of its fiscal years 2019, 2020, or 2021, is greater. Grants will only be awarded for either \$2,500, \$5,000, \$10,000, \$20,000 and \$50,000, not for any amounts in between these categories. Panelists will decide for or against a request, and will not award a lesser amount than is requested.

## **CAN AN ARTIST WHO WORKS FOR AN ARTS ORGANIZATION THAT IS APPLYING FOR A PINELLAS RECOVERS GRANT ALSO WANT TO 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.

For example:

If a dancer who is employed by a grant-funded organization has a project that uses the organization studio space for rehearsals and performances and is promoted on the organization website, the organization must not charge any payments to the artist to its grant that are related to the artist's project. If the artist is using the organization website to promote the project events and the organization is charging web support to its grant, the artist may not pay the organization for web promotion out of its grant. It may pay the organization with funds outside of the grant budget.

If the artist is not employed by the organization but both entities have a Pinellas Recovers grant, the same restrictions apply.

## **HOW DO WE GET OUR GRANT FUNDS?**

Grantees will receive awards in two disbursements.

Upon being awarded a grant the organization will sign the agreement and complete additional forms including a Request for Payment provided by Creative Pinellas. The payment request will be processed by the NEA and after approval, Creative Pinellas will issue an advance payment for 50% of the award.

When the organization has expended its grant funds it may complete a Final Report and a Request for Payment. The Final Report will include a detailed accounting of all expenses charged to the grant. After review and approval by Creative Pinellas 50% will be disbursed. If the organization has not expended its grant by April 10,

2023, the end of the grant period, it will forfeit unspent funds.

### **WHAT KIND OF BACK UP IS REQUIRED TO GET GRANT PAYMENTS?**

Grantees must maintain a system that details the expenses that are charged to specific categories of the grant budget. This can range from a professional accounting system maintained by financial professionals for a large organization to an Excel spread sheet with columns for each budget category. It should identify the entity who was paid, the amount, the date and a very brief entry for what was provided. Creative Pinellas will review all accounting before releasing grant funds. Grantees do not have to submit copies of receipts or invoices but all records must be retained for three years.

### **WHAT ARE THE WAYS TO MEASURE IMPACT OF GRANT ACTIVITIES?**

Organizations can develop their own methods of measuring the impact of their work on their audiences. They are encouraged to plan these strategies as part of the earliest planning and drafting of the Pinellas Recovers application and the planning of their programmatic activities.

One way to approach this planning is to ask the question “what would we like our audience to know, or how would we hope they react to our programs? Simple measurement strategies allow respondents to express what they learned; how they feel about their experiences with your organization; if they would return; if they would invite or refer friends to have these experiences; or other similar queries.

Some of the frequently used strategies are audience surveys, both on paper and online, before and after questionnaires particularly for education programs that have more than one session, volunteer person-to-person questions, interviews with participants, leaders, or others involved in the project. Interactive methods such as message boards, post-it notes on walls, using tokens to vote are also options.

*More questions? Write [neagrants@creativepinellas.org](mailto:neagrants@creativepinellas.org)*