

# PINELLAS RECOVERS



## Frequently Asked Questions 2022 Individual Artists Grants

### **IS AN ARTIST WHO DOES NOT LIVE PINELLAS COUNTY BUT WORKS THERE ELIGIBLE FOR AN INDIVIDUAL ARTIST GRANT?**

No, the artist-applicant must live in Pinellas County. The application will require that proof of residence be uploaded.

### **WHAT IF AN ARTIST WORKS WITH A TEAM OR COLLABORATORS?**

Artists may propose a project that is developed or presented by a team but the application and all the responsibilities that ensue from that application, are attached to and in the name of the single artist whose name is on the application. The background/resumes of collaborators may be described in the project description and uploaded as support materials.

Team members can help write, edit or read the application if the grant applicant of record lists them with their emails on the screen that asks for *Collaborators*.

### **HOW CAN GRANT FUNDS BE SPENT?**

Individual artist grantees must assign expenses to specific categories in the application form and spend grant funds in those categories. They may adjust the specific expense if it needs to adjust the project, but the expenses must still be in the same category.

For example:

If an artist plans to do a mural project on an outdoor wall at a community center and it has budgeted a fee for the artist and some funds to pay for materials to prepare the wall plus materials for the mural but the community center requires the mural to be done indoors, the funds for wall prep materials and scaffolding, if no longer needed, must be reallocated to other materials. If necessary, the grantee may notify Creative Pinellas of the changes to the project and the reason and request approval to shift funds to another category.

The grantee may also pay themselves within the Artistic Fee category. This may be for project management, design, artmaking, teaching or other functions necessary to complete the project.

There is also a list of ineligible expenses in the guidelines.

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

Artists may apply for any of the award categories – \$2,500, \$5,000 and \$10,000. Panelists will evaluate the need for the funds to complete the project as well as the applicant’s demonstrated ability to execute a project of the proposed budget. Panelists will either award the amount requested or not fund the project. They will not award a lesser or greater amount than requested.

### **IF I AM AN ARTIST WHO WORKS FOR AN ARTS ORGANIZATION THAT IS APPLYING FOR A PINELLAS RECOVERS GRANT CAN I ALSO 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 for that organization, 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 its grant any payments to the artist 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.

If the project begins as soon as the grant period begins (April 25, 2022) the grantee will complete a Request for Payment along with its grant agreement. If the project begins later in the grant period, the grantee will complete the Request for Payment no more than 30 days before the start of activities. After approval and processing Creative Pinellas will issue an advance payment of 50%.

When the project is completed and grant funds are expended grantee will 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 Project Manager, 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?**

Grantees can develop their own methods of evaluating and measuring the impact of their work on their target 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 project. Expenses to implement evaluation and measurement may be included in the project budget if they are identified early. The evaluation strategies will ideally correspond to the goals of the project.

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.