

PINELLAS RECOVERS



GRANT OPPORTUNITY – 2022 Arts and Cultural Organization Grant Guidelines

FUNDING FOCUS

Creative Pinellas offers a new **Arts and Cultural Organization Recovery Grant Program** through the National Endowment for the Arts' American Rescue Plan. The grants are intended to provide financial assistance and economic recovery from the COVID-19 pandemic to Pinellas County's arts and cultural community.

Creative Pinellas will competitively award Recovery funds to eligible arts and cultural non-profit organizations in Pinellas County. These funds are intended to help support jobs in the arts sector, keep the doors open to arts organizations, and assist in the sector's response to and recovery from the COVID-19 crisis. Organizations may not use grant funds to pay artists for work within the organization that is funded through a Pinellas Recovers Individual Artist grant. Organizational Grants will be awarded to reach communities that have had difficulty benefiting from the arts due to race, ethnicity, economics, geography or disability.

Application deadline is March 14, 2022 at 11:59PM. No exceptions will be made.

Organizations can apply to:

- Support salaries of rehires or new hires.
- To pay fees/stipends to artists and other contracted personnel for specific operations or performances.
- Facilities or venue expenses (*not capital expenses*).
- Marketing and promotion to bring audiences back.
- Health and safety equipment.
- Community outreach activities and engagement (*direct benefit to participating communities*).

As part of the grant award, Creative Pinellas will provide mentorship to strengthen organizational viability and for future grant readiness. (*As needed.*)



APPLICATION DETAILS

This is a one-time grant. No match is required.

- Guidelines and application open: February 1, 2022
- Application deadline: March 14, 2022 at 11:59PM
- Notification: April 11, 2022
- Grant Period: April 11, 2022 – April 10, 2023

PROJECT GRANT AMOUNTS

Choose 1 funding category:

Grant requests cannot exceed 10% of the organization's operating budget in either 2019, 2020 or 2021, whichever is greater. Operating budget for the selected year will be required to be uploaded in the application form.

- \$50,000 (3)
- \$20,000 (5)
- \$10,000 (6)
- \$5,000 (5)
- \$2,500 (6)

ELIGIBILITY

- Applicant must be a 501(c)3 non-profit organization or federally-recognized Indian tribal governments in Pinellas County with at least a 3-year history of arts programming prior to the application deadline.
- Organization's primary focus must be around providing high-quality arts experiences to residents in and around Pinellas County. This may include arts engagement activities (performances, exhibits, events, etc.) arts education, or both.
- All applicants must have a UEI-Unique Entity Identifier, (from the System for Award Management SAM at www.sam.gov) at the time of application. This may take several weeks and applicants are encouraged to begin the process immediately.
- For details on getting a UEI and registering with SAM go to www.sam.gov
- The SAM registration must be current at the time a grant is made and throughout the life of the award. See [Changes Coming for Federal Organizational Applicants and Awardees](#) for important information. Registration with Grants.gov and SAM is always free.
- Fiscal sponsorships and fiscal agents are not eligible.
- Individual Artists should apply to the Creative Pinellas Recovery Grants for individual artists. https://creativepinellas.smapply.io/prog/2022_pinellas_recovers_individual_artist_grants
- **APPLICATIONS MUST BE COMPLETE TO BE ELIGIBLE FOR REVIEW.**



FUNDING PRIORITIES

- a) Economic recovery for the organization and clearly demonstrated need.
- b) Performing arts organizations and presentation venues.
- c) Younger organizations with a demonstrated history of community service and/or support.
- d) Organizations with a commitment to serving diverse communities or historically marginalized communities.
- e) Small and economically vulnerable organizations with total revenues of \$500,000 or less.
- f) Sustainable impact either to the organization or the community/audiences the organizations serve.

ELIGIBLE GRANT EXPENSES

General operations including but not limited to:

- Rent and utilities.
- Salary support of rehires or new hires.
- Fees/stipends to artists and other contracted personnel for specific operations or artistic services.
- Facilities or venue expenses.
- Marketing and promotion for audience development and documentation.
- Health and safety supplies and equipment.
- EXCLUSIONS: Expenses that include but are not limited to alcoholic beverages, vehicle rentals, entertainment, gratuities, or meals; political/advocacy organizations, capital expenses.

Examples of Allowable Operating Costs for Pinellas Recovers organization grants:

- A museum contracts with security guards for ongoing protection of the collection (a regular function of the museum's operations).
- An organization hires/contracts with IT experts to address its website as part of ongoing marketing and promotion (an allowable cost), or to upgrade technology to improve virtual engagement.
- An arts education organization whose day to day work is developing and presenting educational programs contracts with a teaching artist to design or deliver a program.
- An organization hires/contracts tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.

NOTE: Contracting for a new professional development training program for staff is not permissible as it is new and programmatic, but support for a training officer's salary is permissible as that is operational.

NOTE: No other Federal monies may be used for the same expenses that are funded through Pinellas Recovers. This includes CARES funds and other NEA program grants.

NOTE: If Individual Artist Grantees who work with or within a grant-funded organization:

An artist may receive a Pinellas Recovers Individual Artist grant for a project that is presented or implemented with an organization that receives a Pinellas Recovers Arts and Cultural Organization Grant. This is permissible, whether the artist presents the work while a salaried staff person, but not in their capacity of a staff person, or as a contracted service. **However, the organization may not charge those artist services or any cost associated with the artist's project to the organization operations grant.**

GRANT BUDGET AND ACCOUNTING

The Pinellas Recovers 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. The charge does not have to be specific to a particular performance, exhibition or program.

For example, if the Grant Budget assigns \$5,000 to Salaried Personnel, it may be used to pay the Executive Director, a staff curator for an exhibition or a staff maintenance person. However if the applicant wants to use the grant to pay a theatre director or guest curator, then that expense must be listed in Contracted Artist Fees.

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 midterm and final reports both of which must be reviewed and approved by the Creative Pinellas Grants Manager before any further funds are released. The accounting format must indicate the amounts and payee of each charge to each budget category. This may be a Quick Books report, a spread sheet maintained throughout the grant period or reports maintained by internal or external professionals.

HOW GRANTEES WILL BE PAID

Upon execution of the grant agreement and submission of required forms including a request for payment, grantees will receive 50% 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 by the Creative Pinellas Grants Manager Creative Pinellas will process the payment for the remaining 50% of the award.



WORK SAMPLES AND SUPPORT DOCUMENTS

Applicants may upload up to eight (with a minimum of two) work samples and support documents in jpg, mp3 or 4, or pdf formats that it believes will best convey to panelists the quality, diversity, content and participants of the organization. These may include, but are not limited to: visual art samples, video samples of not more than ten (10) minutes total, audio samples of not more than 5 minutes total, photographs, brochures, media articles, blog posts, reviews, testimonials, support letters.

REVIEW CRITERIA

While Creative Pinellas 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.

The Review Panel will adjudicate applications based on the following criteria:

1. Artistic Excellence over at least a 3-year history of cultural programming that demonstrates the value and impact of the organization's current or future work to its mission, artistic field, artists, audience, community and/or constituency.

– AND –

Artistic Merit based on evidence of a serious and continued programming: their activity, reputation, expertise, and experience in achieving the highest quality in their field. (30 points)

2. Management and Leadership (25 points)

Demonstrates effective management; organizational need; and is responsive to the needs and priorities of the community(ies) it serves through its programming and services.

3. Arts and Cultural Engagement (25 points)

Demonstrates that its programs, services, information and facilities are accessible, inclusive and non-discriminatory. Uses culturally relevant and responsive outreach strategies to engage systemically marginalized communities.

4. Completeness and clarity of the application (20 points)

The reasonable likelihood that the project can be completed based on the itemized budget and proposed timeline.

COMPLIANCE & REPORTING

Requirements for grant recipients include:

- For a 50% advance payment of the award upon approval of award, grantees must:
 - Sign and submit grant agreement and request for payment
 - An updated timeline for grant activities.
 - Complete W9 (if different from W9 uploaded in original application).
 - A photograph or illustration that effectively represents 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 Creative Pinellas or NEA.
- For a final 50% payment upon completion of grant funded activities, submit a Request for Payment with a Final Report that includes:
 - Detailed accounting of expenditures.
 - Detailed information about the activities conducted over the course of the grant funding period including:
 - How many, who and how community members participated.
 - Testimonials and/or results of participant surveys.
 - Photographs or other documentary information.
- Submit a mid term report by October 30, 2022 (regardless of project status).
- Additional monitoring and/or reporting may be required.

INSURANCE

Grantees will be required to secure and hold general liability insurance in the amount of \$1,000,000 and list Creative Pinellas and Pinellas County as additionally insured on the policy during the grant funded activity.

CREDITS AND MARKETING

Pinellas Recovers grants are funded by the National Endowment for the Arts' American Rescue Plan Act. Grantees must clearly acknowledge support from the National Endowment for the Arts in their programs and related promotional material including publications and websites for their Pinellas Recovers grant program. Additional acknowledgment requirements may be provided later.

Recipients must share with Creative Pinellas staff all public event and exhibition announcements during the grant funding period by emailing neagrants@creativepinellas.org. Any relevant press releases, publications, programs, interviews, and any audio or video materials created during the grant funding period must include the following credit and a National Endowment for the Arts and Creative Pinellas logo whenever possible:

"Produced with the support of the National Endowment for the Arts, Creative Pinellas and the Pinellas County Board of County Commissioners."



Credit text must be the same font size as other recognized sponsors and organizations. The recipient's website must include the NEA logo and the Creative Pinellas logo that links to the organization's website.

NON DISCRIMINATION AND PROTECTION OF ENVIRONMENTAL AND HISTORIC RESOURCES

National Policy Requirements prohibit discrimination, ensure accessibility of all facilities and programs funded with Federal monies, provide for the protection of environmental and historic resources and more. Additional reporting may be required.

RECORDS RETENTION AND ACCESS

Grantees must permit Creative Pinellas and its auditors access to their records and financial statements as necessary for Creative Pinellas to ensure compliance with the Federal Award. Grantees must retain project records for a period of 3 years following grant completion date. The NEA reserves the right to request supporting documents if they have any questions.

FUNDING POLICY AND DISCLAIMER

Creative Pinellas is committed to reaching all segments of Pinellas County's population through its support of a wide variety of artistic disciplines. Grants are awarded on a competitive basis and evaluated by a panel of artists, art administrators and community leaders. Funding for this and all grants offered by Creative Pinellas, is contingent on available funding and the decision by the panel, Creative Pinellas Board and staff, to fund the program and recommend grants. This means that, based on panel recommendations, it is possible that not all twenty-one grants will be funded. Creative Pinellas reserves the right to modify, cancel, or suspend the grant process at any time.

Funding will be withheld if the grant recipient does not meet the necessary activities, requirements for Crediting Creative Pinellas and partner agencies, and the completion of required reports as agreed to by the grantee's acceptance of Creative Pinellas funding. After the initial advance, payment is by reimbursement.

QUESTIONS?

If you have questions regarding any portion of Creative Pinellas' grants programs, please email neagrants@creativepinellas.org

