

PINELLAS RECOVERS



MINI GRANTS – 2022 Recovery Grants to Organizations Guidelines

FUNDING FOCUS

Creative Pinellas offers mini grants through **Pinellas Recovers: Grants for Arts and Cultural Organizations**, funded through the National Endowment for the Arts' American Rescue Plan. These grants in the amount of \$1,000 are intended to provide financial assistance and economic recovery from the COVID-19 pandemic by allowing small-scale organizations with operating budgets of **\$175,000 or less**, to meet a specific need. The intent is to help the organization become stronger, more stable and positioned to grow in its underlying organization and programs by funding an operating function that is currently not affordable by the organization. This may include, but is not limited to

- Contracted organizational development services such as financial and budgeting support, planning, marketing, and branding
- Technology such as financial software, ticketing or audience tracking software that will support the growth of staff, improvement of efficiency or expansion of services
- Consultation for board development, strategic planning, and operations analysis

A total of \$22,500 is available for distribution to organizations.

APPLICATION AND ROLLING EVALUATION PROCESS

Creative Pinellas staff will review each application for eligibility. Eligible applications will be forwarded to the reviewers **on a weekly basis**. Creative Pinellas staff will collate the evaluations and allocate funds. This process will be repeated until all funding has been allocated.

- Applications must be completed using the online grants management system at https://creativepinellas.smapply.io/prog/pinellas_recovers_arts_and_cultural_organizations_mini_grants
- Creative Pinellas staff will review completed applications for eligibility, accuracy, and completeness. Staff will communicate with applicants whose applications are not eligible or are incomplete and offer them an opportunity to cure the defects in the application.



- Eligible and complete applications will be referred to as reviewers who have experience in the arts and community arts organizations.
- Reviewers will evaluate applications and make recommendations for funding to Creative Pinellas.
- When all available funds have been allocated the program will close and no further applications will be accepted.

As part of the grant award, Creative Pinellas will provide optional mentorship to help strengthen organizational viability and future grant readiness.

APPLICATION DETAILS

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

- Grant Period: October 11, 2022 – May 1, 2023
- Application deadline: Rolling. Reviewers will review applications weekly until funds are dispensed.

ELIGIBILITY

- Applicant must be a 501(c)3 non-profit organization or federally recognized Indian tribal governments in Pinellas County. Applicant organization's primary focus must be around providing high-quality arts experiences to residents in 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). This may take several weeks, and applicants are encouraged to **begin the process immediately**. Creative Pinellas staff will assist applicants with SAM process if needed. Applicants may submit applications while SAM numbers are pending. However, they will not receive any funds until the UEI is recorded on the application.

For details on getting a UEI and registering with SAM go to www.sam.gov, Registration with Grants.gov and SAM is always free.

- The SAM registration must be current at the time a grant is made and throughout the life of the award.
- Fiscal sponsorships and fiscal agents are not eligible
- APPLICATIONS MUST BE COMPLETE TO BE ELIGIBLE FOR REVIEW.
- Organizations that have received a Pinellas Recovers Arts and Cultural Organizations grant are not eligible for the Mini Grants.



ELIGIBLE GRANT EXPENSES

An operating expense that will enable the applicant to improve its management and delivery of services. This includes but is not limited to

- Fees/stipends to contracted personnel for specific operations or services
Examples: Accountant to set up a financial management system; marketing professional to create a social media marketing plan; web designer to create an upgraded website; graphic designer to create a brand look and collateral materials; tech support and training
- Fees/stipends for nonprofit organization consultation for a specific purpose
Examples: Board development, introductory strategic planning, budget, process, grant readiness
- Technology: Software to enable staff to perform functions if related to improvement or growth in operations capacity and service delivery.

EXCLUSIONS

- Expenses that include but are not limited to alcoholic beverages, vehicle rentals, entertainment, gratuities, or meals; political/advocacy organizations, capital expenses.
- Expenses that are directed to the artistic programs such as artistic services, marketing of programs, etc. This is not a project grant.
- Expenses for ongoing operating expenses or enhancements to existing operating expenses such as staff salaries, venue costs, overhead.

GRANT BUDGET AND ACCOUNTING

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 final reports. Receipts and records must be retained for three years per NEA requirements. The accounting format must indicate the amounts and payee of each expense. This may be in the form of a Quick Books or Quicken report, a spread sheet maintained throughout the grant period or reports maintained by internal or external professionals. Creative Pinellas staff will assist grantees with organizing this task if requested.

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 the activity funded through the grant, the grantee will submit a Final Report that includes a Request for Payment and receive the final 50% after acceptance of the Final Report.

REVIEW CRITERIA

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

1. Will funding help the applicant achieve organizational improvement, stabilization, capacity-building and/or growth?
2. Is there a reasonable likelihood that the projected grant-funded activities can be completed within the grant period?
3. Degree to which applicant's use of funds will support its capacity to perform its mission and provide arts services to the community including reach communities that have had difficulty benefiting from the arts due to race, ethnicity, economics, geography, or disability.
4. Artistic excellence and merit.

COMPLIANCE & REPORTING

If awarded a grant recipients must provide the following to receive the first payment:

- Signed copy of the grant agreement (Terms and Conditions)
- A timeline for grant activities
- Complete W9
- Signed Request for Payment for initial 50% payment

To receive the final 50% payment grant recipients will be required to:

- Provide Request for Payment form.
- Submit a Final Report, which provides:
 - A Detailed accounting of expenditures
 - Detailed information about the grant-funded activities conducted over the course of the funding period including:
 - Documentation of expenditures

Additional monitoring and/or reporting may be required.

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. 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.

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. 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’ Pinellas Recovers grants program, please email neagrants@creativepinellas.org.



**Creative Pinellas – Pinellas Recovers Grants
for Arts and Cultural Organizations**

TERMS AND CONDITIONS

1. This is a one-time monetary award to arts and cultural organizations. The award does not require a match.
2. Creative Pinellas is Pinellas County’s designated Local Arts Agency and recipient of a National Endowment for the Arts American Rescue Plan Act grant for sub-granting. These funds require Creative Pinellas and its subgrantees to comply with all Federal requirements.
3. 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.
4. Grantee will submit a detailed final report no later than May 12, 2023, or 30 days following completion of grant project, whichever comes first.
5. Creative Pinellas will monitor grantee’s program and may offer guidance toward grant compliance.
6. Record 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.
7. Changes or Delays: Grantee must notify Creative Pinellas of any substantive project changes or delays that may affect the eligibility of the project or individual.
8. Creative Pinellas does not and shall not discriminate on the basis of race, color, religion/creed, gender, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations. Creative Pinellas expects the same from its grant awardees.