



## ARTS & HUMANITIES COVID-19 RELIEF FUND

### FY23 GUIDELINES Individual Artists & Scholars

#### SUBMISSION DETAILS

**APPLICATION DEADLINE: Friday, September 16, 2022 at 11:59 p.m.**

Awards will be announced in October 2022.

**All applications and relevant materials must be submitted online through AHCMC's grants portal. Late applications and materials will not be accepted.**

#### Questions?

All questions related to the FY23 *Arts & Humanities COVID-19 Relief Fund* should be submitted via email at [COVID19Relief@creativemoco.com](mailto:COVID19Relief@creativemoco.com)

**Please note that AHCMC grants staff will be unable to respond to questions after 5:30 p.m. on Friday, September 9, 2022.**

*All funding is subject to fiscal appropriation, reduction, or termination by the Montgomery County Government.*

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# The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCMC), in partnership with the community, cultivates and supports excellence in the arts and the humanities, expands access to cultural expression, and contributes to economic vitality in the region.

## Equity & Inclusion

With the acknowledgment and understanding that access to resources has been historically limited for certain groups of people, AHCMC is committed to cultural equity within all funding activities and to serving communities that have been traditionally underrepresented in mainstream funding, discourse, leadership, and resource allocation including, but not limited to, Black, Indigenous, Native American, Latinx, Chicanx, Arab, MENASA (Middle Eastern, North African, South Asian), Asian, Pacific Islander, and other communities of color, socio-economically disadvantaged communities, differently abled individuals and/or people with disabilities, and Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual constituents. AHCMC recognizes that language is fluid, and the intersectional justice movement is redefining terminology regularly. This list is not exhaustive and will be updated periodically as language continues to shift over time.

## ADA Compliance

Funded projects should be accessible to differently-abled individuals and/or people with disabilities. AHCMC encourages applicants to consider physical and programmatic accessibility as an integral part of the project planning and budgeting process. Applicants may include the cost of access accommodations as part of their project’s budget, for example, sign interpreters, audio describers, etc. [Click here for tips for how to implement accessibility.](#)

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## Introduction

The Montgomery County Government and the Arts & Humanities Council of Montgomery County (AHCMC) understand that due to COVID-19, the creative sector continues to deal with significant uncertainty. Many individual artists and scholars are experiencing serious challenges affecting their programming and financial stability.

In response to the disastrous impact of this pandemic on a highly vulnerable sector, the Montgomery County Government and AHCMC are providing emergency relief funds. The *Arts & Humanities COVID-19 Relief Fund* is available to individual artists/scholars based in Montgomery County, MD experiencing financial hardship due to COVID-19.

Funds will support individual artists/scholars who work in a wide array of arts/humanities disciplines including performing arts, folk and traditional arts, media arts, visual arts, literary arts, history, and philosophy.

## Purpose

By providing *Arts & Humanities COVID-19 Relief Funds*, the Montgomery County Government, and the Arts & Humanities Council of Montgomery County (AHCMC) seek to:

- Support the creation and production of new work by providing emergency funding to support vital costs;
- Provide artists and scholars with opportunities that strengthen their business, managerial, and artistic and/or scholarly skills despite the abnormal circumstances and financial detriment caused by COVID-19;
- Nurture artists and scholars who represent the diverse, multicultural character of Montgomery County during a pandemic;
- Support innovative and distinctive artistic and scholarly work by the County's resident artists and scholars; and
- Encourage the use of intentional strategies for achieving equity, diversity, inclusion, and access in the field during a pandemic.

## Use of Funds

The *Arts & Humanities COVID-19 Relief Fund* allows recipients the flexibility to use funds for their most urgent needs, supporting day-to-day operating costs and furthering the general mission or work of an individual artist/scholar. Rather than funding a particular project, relief funds are holistic awards that can be used for programming costs, professional development, and/or vital administration costs, such as rent, utilities, and the individual's salary (self-compensation needed to complete an artist's/scholar's work).

## Award Amount

Relief funds will be determined by the amount of funding provided by the Montgomery County Government and the number of eligible applications received.

## FY23 Arts & Humanities COVID-19 Relief Fund Timeline

Webinars	August 2022
Application Deadline	September 2022

Award Announcement	October 2022
Survey explaining how funds were used	August 2023

## Important Notes

- **This funding opportunity is designed to benefit individual artists and scholars, not groups.**
  - **Recipients may not re-grant relief funds to other artists/scholars.**
- Relief funds should be used to support the applicant in pursuing their artistic and/or scholarly work.
- **If relief funds are used for programming, activities must be open to the public, with or without an admission fee, in person or virtually, in Montgomery County, MD.** In-person activities should follow current COVID-19 guidelines as required by the Montgomery County Health Department ([Click here for health department information about safety requirements for in-person activities.](#) [Click here for additional COVID-19 resources.](#))
  - **Public programs must be ADA compliant. Relief funds may be used for accessibility expenses.**
- An artist/scholar who is an employee of an arts/humanities organization will be considered an eligible applicant for this funding opportunity, on the condition that funds received are not provided to the organization. The artist/scholar must use funds for work unrelated to the work of the organization where they are employed.
- AHCMC will not make payments to fiscal sponsors.
- Applicants who need assistance or accommodation to complete this application should contact AHCMC grants staff.

## Applicant Eligibility Requirements

Individual artists/scholars eligible to apply must have met all the following requirements **by the published application deadline**:

- Has resided in Montgomery County, MD for **at least 12 consecutive months immediately prior to the application deadline (P.O. Boxes not accepted as proof of residency)**;
- Is at least 21 years old;
- Is not a full-time student;
- Is a practicing artist or scholar with demonstrated ability in an arts or humanities discipline;
  - Applicants will be requested to produce evidence of a professional body of work;
- Is currently experiencing financial duress due to COVID-19; and
- Is able to provide AHCMC with a Social Security Number (SSN) or Individual Tax Identification Number (ITIN).

## Eligible Disciplines

Artists/scholars may work in any of, or a combination of, the following disciplines:

- Dance includes choreography or performance, whether in a historically recognized or a contemporary style.

- Folk and Traditional Arts includes artistic expressions grounded in a common ethnic heritage, shared language, religion, or occupation. These are artistic traditions passed on from generation to generation often within families and communities through observation, oral transmission, practice, and from master to apprentice.
- Historical, Critical or Theoretical Approaches to the Arts includes work that reflects upon and analyzes creative processes and/or specific works, such as a performance, exhibit or piece of art.
- History or Social Sciences includes research, study and writing in the areas of human social, political or cultural development, civics, and work that shares historical or social sciences information or activities with the community.
- Languages, Linguistics, and Literary Analysis includes the study or analysis of how we communicate and how our ideas and thoughts are expressed and interpreted, and the analysis or study of a specific aspect or work of literature.
- Media Arts includes electronic, technology-based work suited to mass media communication and presentation used within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included, and a selected component of a long-term project will be considered if it meets the other requirements of the guidelines.
- Music includes the performance, creation, recording, and distribution of original music from any genre, or of historically recognized musical compositions and/or styles.
- Philosophy, Ethics or Comparative Religion includes research or study of theories about the purpose of life, how moral and ethical standards arise in society, and the reasons for our thoughts and actions.
- Storytelling includes spoken word performances, in particular the interactive style of using words and actions and other effects to reveal the elements and images of a story while encouraging the listener's imagination.
- Theater includes the creation, production, and/or performance of original contemporary or historically recognized theater and musical theater works.
- Writing includes the creation, presentation, and distribution of materials that are literary in nature; and publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction, screenplays and play scripts.
- Visual Art includes the creation, production, and/or exhibition of visual art as the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts are also included, as are curatorial projects and/or projects that expand the context of traditional or contemporary works of art.
- Design, which encompasses many disciplines including, but not limited to, architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, landscape architecture, social impact design, rural design, and urban design (please note this does not include capital campaigns, construction costs, the purchase or leasing of sites).
- Presenting and/or Multidisciplinary Works incorporate multiple disciplines, combine, and/or integrate art forms, explore boundaries between art disciplines, fuse or transcend disciplines, and look to new forms of expression. Projects can be multi- or cross-disciplinary in nature and may include work from the performing, visual, media, design, literary arts, and/or humanities.

## Limitations

*Arts & Humanities COVID-19 Relief Funds* for individual artists/scholars will not fund:

- Public, private, or charter schools;
- Capital improvements, construction, or renovation projects;
- Purchase of real property, including land, buildings, warehouses, offices, and anything affixed to the land;
- Fundraising activities;
- Cost of receptions, refreshments, and/or food for a public event;
- Cost of merchandise such as T-shirts;
- Debt retirement;
- Re-granting<sup>1</sup>;
- Political advocacy or activities that take a position regarding any one political party, candidate, or issue;
- Programming costs incurred outside of Montgomery County, MD; and
- Travel outside the United States.

## Application Review Process

AHCMC grants staff will review applications for eligibility and completeness.

## The Online Application Process

All applications and work samples must be submitted online through the AHCMC SurveyMonkey Apply (SM Apply) grants portal: <https://artsandhumanities.smapply.io/>. All applicants are required to upload at least one, but no more than two work samples. For specific questions about SM Apply, please send a message to [COVID19Relief@creativemoco.com](mailto:COVID19Relief@creativemoco.com). **Please note that AHCMC grants staff will be unable to respond to questions after 5:30 p.m. on Friday, September 9, 2022.**

1. Go to <https://artsandhumanities.smapply.io/> and login to your SM Apply account using your username and password.
  - a. If you do not have an account, create one by clicking the green “Register” button in the upper right-hand corner. Complete all necessary steps to activate your account.
  - b. If you are new to SM Apply but have previously applied to AHCMC programs through FluidReview, you may use the same FluidReview email and password to sign-in to SM Apply.
2. Select “Programs” in the upper right-hand corner to view open opportunities.
3. Find the box that reads “FY23 Arts and Humanities COVID-19 Relief Fund” and select the green “More” button.
4. Click the green “Apply” button on the right-hand side.
5. Complete all required tasks marked with an asterisk (\*).
6. Submit your application by clicking the green “Submit” button on the left-hand side.
  - a. Applications cannot be submitted unless all required tasks are marked as complete.
  - b. Applications that are complete but not submitted by the deadline **cannot not be reviewed**.

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<sup>1</sup> Recipients may not use relief funds to pay other artists/scholars.

## Required Application Materials

**\*IMPORTANT! Staff will not review work samples that exceed the stated limits below. Do not upload additional supplementary materials that are not work samples. Additional supplementary materials will not be reviewed.\***

A completed, online application includes:

### 1. A Completed Application Form

- [Download a template of the application under the “Individuals” tab on the AHCMC website by clicking here.](#) Please note that templates are for the applicant’s reference only; all applications and materials must be submitted through SM Apply.

### 2. A Completed Demographic Information Form

### 3. Work Sample(s)

- **Upload no more than 2 work samples** that demonstrate the applicant’s work as a practicing artist/scholar. **Work samples must be no more than 2 files or 2 pages total (for both images and written work).**
- Work samples should demonstrate the applicant’s own work, not work created by others.
- Work samples should reflect the primary discipline of the applicant.
- **Work samples may be submitted in any one or combination of the file formats below.**
  - **Images:** Maximum 2 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
  - **Video:** Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
  - **Audio:** Maximum 2 files, up to 10 MB per file, no more than five minutes combined.
    - The SM Apply link feature only supports links to YouTube and Vimeo.
    - If using the SM Apply link feature for YouTube or Vimeo, use the full hyperlink at the top of your browser instead of shorthand links (i.e., use the full <https://www.youtube.com> link, not <https://youtu.be>).
    - Applicants may choose to use the SM Apply link feature or embed the links in a document and upload it as a PDF.
    - If providing links to websites other than YouTube or Vimeo, links must be embedded in a document and uploaded as a PDF. For each link, the entire link should be visible.
    - Make sure that links are not broken.
    - Make sure that the content from hyperlinks is viewable and does not require a password.
    - If the submitted video and/or audio is more than five minutes combined, applicants must include instructions for which segments are relevant. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10.)
  - **Written Work:**
    - Double-spaced with at least 11-point font and 1-inch margins.

## Post-Award Information

Applicants are strongly encouraged to read this section carefully before submitting an application.

## Award Agreement

If funds are awarded, the recipient must sign an Agreement with AHCMC stating that the recipient agrees:

- To fill out and submit the Bill.com contact form on SurveyMonkey Apply and create an account on Bill.com for direct deposit of funds;
- To comply with all FY23 *Art & Humanities COVID-19 Relief Fund* eligibility and other guideline requirements through **June 30, 2023**;
- To use the funds only for the purposes described in the application **by June 30, 2023**;
- Not to use the funds for the activities listed on page 6 of these guidelines under “Limitations”;
- To use funds only for programming costs incurred in Montgomery County, MD. Funds cannot be used for programming costs incurred due to activities that took place outside of Montgomery County, MD (i.e., other counties in Maryland, Washington D.C., or Virginia);
- To return any funds not spent or not spent in compliance with the published guidelines no later than **July 31, 2023**;
- If requested, to submit a completed survey no later than **August 31, 2023**, providing information about the use of funds;
- Not to discriminate against any person on the basis of any characteristic described in Section 27-1(a) of Chapter 27 of the Montgomery County Code;
- To comply with all ADA requirements pertaining to public programming, if applicable; and
- To acknowledge the support of the Arts & Humanities Council of Montgomery County and the Montgomery County Government on all materials distributed to the public, including use of the AHCMC logo when possible.

Failure to comply with these requirements may result in cancellation of funds, forfeiture of funds, and/or ineligibility to apply for future awards.

Recipients are encouraged to notify AHCMC about exhibitions, performances, festivals, or other activities resulting from this funding opportunity and to participate in [CultureSpotMC.com](https://www.culture-spot.com), AHCMC’s online calendar.

## Relief Fund Disbursement

Relief fund will be disbursed in full following AHCMC’s receipt of:

- The required Award Agreement;
- A signed W-9 form including the recipient’s Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN);
- The required Bill.com contact form and the creation of a Bill.com account, allowing direct deposit of funds to the recipient’s bank account<sup>2</sup>;
- **Payment from the Montgomery County Government to AHCMC.**

## Reporting

If requested, award recipients must submit a completed survey no later than **August 31, 2023**, providing information about the use of funds.

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<sup>2</sup> AHCMC uses a paperless payment process to disburse funds. Bill.com is an online system that allows AHCMC to send secure E-payments.



## Return of Funds

- Funds not spent or not spent in compliance with the published guidelines must be returned. Please contact AHCMC grants staff before relief funds are returned.
- If AHCMC determines that funds were spent for activities not in compliance with these guidelines and/or for activities that are not consistent with the approved application, the recipient must return the amount spent on non-allowable expenses.
- **Funds received but not spent by June 30, 2023 must be returned to AHCMC by July 31, 2023.**

## Important Reminders & Tips

- Applications must be submitted online through SM Apply **by 11:59 p.m. on the posted deadline. Late applications will not be accepted.**
- Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online grants system will not be accepted.
- **Follow the instructions in SM Apply carefully.**
- **To avoid unanticipated technical glitches, do not wait until the deadline to submit.**
- **AHCMC grants staff will be unable to respond to questions after 5:30 p.m. on Friday, September 9, 2022.**

## SUBMISSION DETAILS

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**Please note that AHCMC grants staff will be unable to respond to questions after 5:30 p.m. on Friday, September 9, 2022.**

Applicants are encouraged to learn more about energy-efficient opportunities to reduce energy costs at <http://montgomerycountymd.gov/green/>.