

# FY23 Arts & Humanities COVID-19 Relief Funds Application Template for Individual Artists & Scholars

**This template is for your reference only. All applications and relevant materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept anything by mail or email.**

**\*Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template.\***

**All required questions are marked with an asterisk (\*). All text responses have a character count that includes spaces.**

## 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.

## Application Form Template

### Basic Information

**\*Are you applying as an individual artist/scholar or on behalf of an organization/group?**

- Individual Artist/Scholar
- Organization/group

**\*Applicant Legal First Name:**

**\*Applicant Legal Last Name:**

**Artist/Scholar Name, if different:**

**\*Address (P.O. Boxes not accepted):**

**\*City:**

**\*State:**

**\*ZIP Code:**

**\*Phone Number:**

**\*Email:**

**Website:**

**\*Are you an FY22 and/or FY23 [Arts & Humanities Council of Montgomery County](#) (AHCMC) grantee?**

- Yes
- No

**\*Select your primary discipline.** Refer to pages 4-5 of the FY23 *Arts & Humanities COVID-19 Relief Fund* guidelines or the AHCMC website for a detailed explanation of each of the disciplines. ([Click here to access descriptions of the disciplines on the AHCMC website.](#))

- Dance
- Folk & Traditional Arts
- History and/or Social Sciences
- Languages, Linguistics, and/or Literary Arts
- Media
- Music
- Philosophy, Ethics, and/or Comparative Religion
- Storytelling
- Theatre
- Writing
- Visual Arts
- Design
- Presenting and/or Multidisciplinary
- Other (please specify):

## Eligibility Questions

**Applicants must have met all the following eligibility requirements by the application deadline.**

Applicant eligibility requirements can be found on page 4 of the FY23 *Arts & Humanities COVID-19 Relief Fund* guidelines. Guidelines can be accessed on our website here:

<https://www.creativemoco.com/grant/covid-19-relief-funds/>

**\*Have you resided in Montgomery County, MD for at least 12-consecutive months immediately prior to the application submission deadline?**

- Yes
- No

**\*Are you at least 21 years of age?**

- Yes
- No

**\*Are you a full-time student?**

- Yes
- No

**\*Are you a practicing artist and/or scholar able to demonstrate a sustained commitment to your work?**

- Yes
- No

**\*Do you derive income from your work as an artist/scholar?**

- Yes
- No

**\*Are you experiencing financial duress due to the COVID-19 pandemic?**

- Yes
- No

**\*Are you able to provide AHCMC with a Social Security Number (SSN) or Individual Tax Identification Number (ITIN)?**

- Yes
- No

## Narrative Questions

**\*How will you spend the requested FY23 Arts & Humanities COVID-19 Relief Funds if awarded?** Refer to page 3 in the FY23 Arts & Humanities COVID-19 Relief Fund guidelines for an understanding of how the funds can be spent, page 6 for unallowable expenses, and page 4 under “Important Notes” for information pertaining to public programming, including COVID-19 safety and ADA compliance. (1,500 characters maximum with spaces)

**\*Describe the intended Montgomery County audience or community that you engage through your artistic/scholarly work.** Be as specific as possible by including characteristics such as, but not limited to, age, race/ethnicity, gender, sexual orientation, geographic location, economic status, disability, and whether your intended, target community is underserved and/or a special interest group. Include efforts to reach, engage, and collaborate with diverse populations and underserved communities. (1,500 characters maximum with spaces)

**\*Describe the work samples uploaded to SM Apply. Upload no more than two work samples.** (AHCMC staff will review a maximum of two work samples.) (1,500 characters maximum with spaces)

## COVID-19 Data

The following questions are for reporting purposes only and will not affect eligibility for FY23 Arts & Humanities COVID-19 Relief Funds. **Please answer the questions below for the period of January 1, 2021 through June 30, 2022.**

**\*Does your artistic/scholarly work center on advancing, creating, and/or preserving artistic and cultural traditions rooted in communities of color?**

- Yes
- No

**\*How have you responded programmatically to COVID-19 during the period of January 1, 2021 through June 30, 2022?** *Select all that apply.*

- Moved existing content online/digital/streaming
- Created new online/digital/streaming programming

- Severely limited all programming
- Cancelled all programming
- Other (please be specific) (100 characters):

**\*Do you present and/or produce in-person events such as performances, exhibitions, classes and/or lessons, meetings, conferences, lectures, workshops, etc.?**

- Yes
- No

**\*If yes, how have your in-person events been affected by COVID-19 during the period of January 1, 2021 through June 30, 2022?** A single performance, concert, exhibit, class, etc. is considered one event. (i.e., if the applicant produced a play that was presented multiple time, please count each time the same play was presented to the community.) *Only enter numbers here.* Please enter '0' (zero) if not applicable.

- Total Number of Cancelled Events:
- Total Number of Postponed Events:
- Estimated Total Attendees for Cancelled or Postponed Events:
- Total Number of Events that moved Online/Digital:
- Estimated Total Loss in Earned Event Revenue (i.e., ticket sales, sales of artwork, etc.):
- Estimated Total Loss in Contributed Event Revenue (i.e., donations):
- Estimated Total Loss in Non-Refundable Event Expenses:
- Estimated Total Increase in New Event Spending related to programming (developing online content, digitizing work, new software costs, new artist fees, etc.):
- Estimated Total Increase in New Event Spending related to health and safety (masks, testing, air purifiers, etc.):

**\*For cancelled in-person events, what percentage of ticket sales have been returned, donated, or retained?** *Only enter numbers here.* Please enter '0' (zero) if not applicable.

- Returned/refunded:
- Donated:
- Retained/rescheduled:

**\*Did you receive FY21 Arts & Humanities COVID-19 Relief Funds from AHCMC?**

- Yes
- No

**\*If awarded, how did the FY21 Arts & Humanities COVID-19 Relief Funds help you?** (1,500 characters maximum with spaces)

**Please share any other information and/or data concerning the ongoing effects of the COVID-19 pandemic on your work as an artist/scholar.** (1,500 characters maximum with spaces)

# Demographic Information Form Template

The questions below correspond with AHCMC's reporting obligations. **Responses to the questions below will not be factored into eligibility for the FY23 Arts & Humanities COVID-19 Relief Funds. All responses will be kept confidential. Responses will only be shared publicly in the aggregate. The survey questions and the definitions are sourced from Candid.**

## Definitions

- **Publicly self-identify:** The information you are providing is how you would identify in each category to the public.
- **Transgender:** An umbrella term people may use to describe their gender identity and/or gender expression as different from the sex they were assigned at birth. People who identify as transgender might describe themselves using one or more of a wide variety of terms including genderqueer, non-binary, and transgender. Transgender people may claim/affirm their gender identity through hormones and/or surgery. Transgender identity is not dependent on surgery. Transgender identity is not a sexual orientation.
- **Cisgender:** A term used to describe a person whose gender identity is the same as the sex assigned to them at birth.
- **Nonbinary (also non-binary):** Preferred umbrella term for all genders other than female/male or woman/man, used as an adjective (e.g., Jesse is a nonbinary person). Not all nonbinary people identify as trans and not all trans people identify as nonbinary.
- **Disability:** A disability can be physical, learning, cognitive, sensory, mental, or chronic health or other disability that is a barrier to everyday living.

## Race & Ethnicity

### \*How do you publicly self-identify?

- Asian/Asian American/Pacific Islander
- Arab/Middle Eastern
- Black/African American/African
- Hispanic/Latino/Latina/Latinx/Chicanx
- Native American/American Indian/Indigenous
- White/Caucasian/European
- Multi-racial or Multi-ethnic (2 or more races or ethnicities)
- Different identity (please specify)
- Decline to state

## Gender Identity

### \*How do you publicly self-identify?

- Female
- Male
- Gender nonbinary/Genderqueer/Gender non-conforming
- Different identity (please specify)
- Decline to state

### \*How do you publicly self-identify?

- Transgender

- Non-transgender (cisgender)
- Different identity (please specify)
- Decline to state

### **Sexual Orientation**

#### **\*How do you publicly self-identify?**

- Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)
- Heterosexual or straight
- Different identity (please specify)
- Decline to state

### **Disability**

#### **\*How do you publicly self-identify?**

- A person with a disability
- A person without a disability
- Decline to state