FY23 *Arts & Humanities COVID-19 Relief Funds* Application Template for Organizations & Groups

**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 “Organizations + Groups” tab on the AHCMC website by clicking here](https://www.creativemoco.com/grant/covid-19-relief-funds/#OrganizationsGroups). **Please note that templates are for the applicant’s reference only; all applications and materials must be submitted through SM Apply.**
2. **501(c)(3) Check**
   * Not applicable to Group applicants.
3. **A Completed Demographic Information Form**
4. **Work Sample(s)**

* **Upload no more than 2 work samples** that demonstrate the applicant’s work. **Work samples must be no more than 2 files or 2 pages total (for both images and written work).**
* 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

**\*Organization/Group Legal Name (name provided to the IRS):**

**DBA (doing business as), if different:**

**\*Organization/Group Address:**

**\*Organization/Group City:**

**\*Organization/Group State:**

**\*Organization/Group ZIP Code:**

**Website:**

**\*Is your organization/group an FY22 and/or FY23** [**Arts & Humanities Council of Montgomery County**](https://www.creativemoco.com/) **(AHCMC) grantee?**

* Yes
* No

## Contact Information

*All correspondence related to the FY23 Arts & Humanities COVID-19 Relief Funds will be sent to the contacts below. Please contact AHCMC staff if additional contacts should be included on correspondence.*

**\*Contact Name:**

**\*Contact Title (i.e., Development Director):**

**\*Contact Phone Number:**

**\*Contact Email:**

**Alternate Contact Name:**

**Alternate Contact Title (i.e., Development Director):**

**Alternate Contact Phone Number:**

**Alternate Contact Email:**

**\*Name of Executive Director, CEO, Managing Director, or comparable position:**

**\*Title:**   
**\*Phone Number:**   
**\*Email:**

**\*Select your organization’s/group’s primary discipline.** ([Click here to access descriptions of the disciplines on the AHCMC website](https://www.creativemoco.com/find-opportunities/grants/eligible-disciplines/).)

* 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/>

**\*Does your organization/group have an arts and/or humanities-based mission?**

* Yes
* No

**\*Provide your organization’s/group’s arts and/or humanities mission statement.** (1,000 characters maximum with spaces)

**\*Has your organization/group been in operation for at least 12 consecutive months immediately prior to the application deadline?**

* Yes
* No

**\*Has your organization/group had its primary location and/or verifiable mailing address in Montgomery County, MD for at least 12 consecutive months immediately prior to the application deadline?**

* Yes
* No

**\*Does your organization/group operate as a non-profit?**

* + Yes, my organization/group has 501(c)(3) tax-exempt status, as evidenced by the U.S. Internal Revenue Service (IRS) Letter of Determination.
  + Yes, my organization/group operates as a specific arts and/or humanities entity or division within a 501(c)(3) organization whose primary mission is not arts and/or humanities based.
  + Yes, my organization/group operates as a non-profit but does not have 501(C)(3) status. (You may be contacted after the application deadline for additional information.)
  + No, my organization/group does not operate as a non-profit.

**\*Is your organization/group governed by an independent, legally liable Board of Directors?**

* Yes
* No

**\*Does your organization/group maintain Good Standing status with the State of Maryland?** A Certificate of Status (generally called a “good standing” certificate) is a legal document issued by the Maryland Department of Assessments and Taxation verifying that an entity is up to date on their state filings. [Click here to check whether your organization/group is in Good Standing with the State of Maryland.](https://egov.maryland.gov/BusinessExpress/EntitySearch) You may be contacted after the application deadline to provide documentation.

* Yes
* No

**\*Has your organization/group offered at least one arts and/or humanities public program or event in Montgomery County, MD since 2019, either in person or virtually?** You may be contacted after the deadline to provide documentation.

* Yes
* No

**\*Is your organization/group** [**ADA compliant**](https://www.creativemoco.com/wp-content/uploads/2019/12/Design-for-Accessibility.pdf)**?**

* Yes
* No

**\*Select the financial range that best represents your organization’s/group’s annual cash operating revenue or expenses, whichever is lower, prior to the COVID-19 pandemic.**

* Less than $25,000
* At least $25,000 and less than $50,000
* At least $50,000 and less than $100,000
* At least $100,000 and less than $250,000
* At least $250,000 and less than $500,000
* At least $500,000 and less than $1,000,000
* At least $1,000,000 and less than $3,000,000
* $3,000,000 or more

## Narrative Questions

**\*How will your organization/group 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 5 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 the organization/group serves.** 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 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 organization/group have a mission statement (or guiding principles) that is centered in advancing, creating, and/or preserving artistic and cultural traditions rooted in communities of color?**

* Yes
* No

**\*What steps has your organization/group taken during the period of January 1, 2021 through June 30, 2022?** *Select all that apply.*

* Closed the office
* Staff working remotely
* Staff working hybrid schedule
* Laid off or furloughed workers
* Cancelled public programs
* Ceased operating completely
* Other (please be specific) (100 characters):

**\*How has your organization/group 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):

**\*Does your organization/group 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 organization’s/groups 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:
* Estimated Total Loss in Contributed Event Revenue:
* 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 canceled 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:

**\*What percentage of your staff have been laid off or furloughed, including full-time, part-time, and contract staff?** O*nly enter numbers here.*

**\*Did your organization/group provide benefits for staff pre-pandemic?**

* Yes
* No

**\*If yes, does your organization/group still provide benefits for staff?**

* Yes
* No

**\*If your organization/group will use FY23 *Arts & Humanities COVID-19 Relief Funds* to pay staff, discuss the significance of this position(s) to fulfill your organization’s/group’s mission and describe the effect on your organization/group if this position(s) was curtailed or eliminated.** If FY23 *Arts & Humanities COVID-19 Relief Funds* will not be used to pay staff, please write “N/A” (Not Applicable). (1,500 characters maximum with spaces)

**\*Has your organization/group cancelled, suspended, or delayed any contracts or work for artists, scholars, or educators that are not employees of your organization/group?**

* Yes
* No
* Not applicable

**\*If yes, for how many individuals?** *Only enter numbers here.*

**\*Is your organization/group still paying artists/scholars for work that cannot be completed?**

* Yes
* No
* Not applicable

**\*If FY23 *Arts & Humanities COVID-19 Relief Funds* will be used to pay artists/scholars/educators, discuss the significance of their work to fulfill your organization’s/group’s mission and describe the effect on your organization/group if their services are curtailed or eliminated.** If FY23 *Arts & Humanities COVID-19 Relief Funds* will not be used to pay artists/scholars/educators, please write “N/A” (Not Applicable). (1,500 characters)

**\*Has your organization/group asked or applied for emergency relief due to the COVID-19 pandemic during the period of January 1, 2021 through June 30, 2022?**

* Yes
* No

**\*If yes, indicate the specific COVID-19 relief grants or loans applied for, the amount requested, the status, and the amount received if applicable for each of the following.**

* Enter ‘0’ (zero) if not applicable.
* Use the full name of the grant/loan.
* If more than one grant/loan in a category, separate the names, amounts requested, status, amounts received with a semi-colon (;).
  + For Example:
    - Funder A; Funder B
    - Amount Requested A; Amount Requested B
    - Status A; Status B
    - Amount Received A; Amount Received B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grant/Loan Name(s)** | **Amount(s) Requested** | **Status (Pending, Declined, Received)** | **Amount(s) Received** |
| **Federal Grants:** |  |  |  |  |
| **Federal Loans:** |  |  |  |  |
| **State Labor Grants:** |  |  |  |  |
| **State Commerce Grants:** |  |  |  |  |
| **State Commerce Loans:** |  |  |  |  |
| **Local Grants:** |  |  |  |  |
| **Local Loans:** |  |  |  |  |
| **New Foundation Support:** |  |  |  |  |
| **New Individual Donor Support:** |  |  |  |  |
| **New Board Support:** |  |  |  |  |
| **Other:** |  |  |  |  |

**\*Did your organization/group receive FY21 *Arts & Humanities COVID-19 Relief Funds* from AHCMC?**

* Yes
* No

**\*If yes, how did the FY21 *Arts & Humanities COVID-19 Relief Funds* help your organization/group?** (1,500 characters maximum with spaces)

**Please share any other information and/or data concerning the ongoing effects of the COVID-19 pandemic to your organization/group.** (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. Please answer the following questions for the organization’s/group’s Board, senior staff, staff, and volunteers. This survey and 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.

## Senior Staff

**\*How many senior staff are in your organization/group?** Senior staff includes the organizational/group leader and is defined as people with authority over budget (typically VP, C-Suite, Director, etc.)

**Race & Ethnicity**

**\*How many senior staff publicly self-identify as the following:**

\_\_Asian/Asian American/Pacific Islander

\_\_ Arab/Middle Eastern

\_\_Black/African America/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

\_\_Unknown[[1]](#footnote-2)

* We do not collect race & ethnicity information about senior staff

**Gender Identity**

**\*How many senior staff publicly self-identify as the following:**

\_\_Female

\_\_Male

\_\_Gender nonbinary/Genderqueer/Gender non-conforming

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about senior staff

**\*How many senior staff publicly self-identify as the following:**

\_\_Transgender

\_\_Non-transgender (cisgender)

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about senior staff

**Sexual Orientation**

**\*How many senior staff publicly self-identify as the following:**

\_\_Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)

\_\_Heterosexual or straight

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

\_\_We do not collect sexual orientation information about senior staff

**Disability**

**\*How many senior staff publicly self-identify as the following:**

\_\_A person with a disability

\_\_A person without a disability

\_\_Decline to state

\_\_Unknown

\_\_We do not collect disability information about senior staff

## Board of Directors

**\*How many Board members are in your organization/group?**

We do not have a Board of Directors

**Race & Ethnicity**

**\*How many Board members publicly self-identify as the following:**

\_\_Asian/Asian American/Pacific Islander

\_\_Arab/Middle Eastern

\_\_Black/African America/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)

\_\_Decline to state

\_\_Different identity (please specify)

\_\_Unknown[[2]](#footnote-3)

* We do not collect race & ethnicity information about Board members

**Gender Identity**

**\*How many Board members publicly self-identify as the following:**

\_\_Female

\_\_Male

\_\_Gender nonbinary/Genderqueer/Gender non-conforming

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about Board members

**\*How many Board members publicly self-identify as the following:**

\_\_Transgender

\_\_Non-transgender (cisgender)

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about Board members

**Sexual Orientation**

**\*How many Board members publicly self-identify as the following:**

\_\_Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)

\_\_Heterosexual or straight

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about Board members

**Disability**

**\*How many Board members publicly self-identify as the following:**

\_\_A person with a disability

\_\_A person without a disability

\_\_Decline to state

\_\_Unknown

* We do not collect disability information about Board members

## Staff

**\*How many staff are in your organization/group?**

We do not have staff

**Race & Ethnicity**

**\*How many staff publicly self-identify as the following:**

\_\_Asian/Asian American/Pacific Islander

\_\_Arab/Middle Eastern

\_\_Black/African America/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)

\_\_Decline to state

\_\_Different identity (please specify)

\_\_Unknown[[3]](#footnote-4)

* We do not collect race & ethnicity information about staff

**Gender Identity**

**\*How many staff publicly self-identify as the following:**

\_\_Female

\_\_Male

\_\_Gender nonbinary/Genderqueer/Gender non-conforming

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about staff

**\*How many staff publicly self-identify as the following:**

\_\_Transgender

\_\_Non-transgender (cisgender)

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about staff

**Sexual Orientation**

**\*How many staff publicly self-identify as the following:**

\_\_Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)

\_\_Heterosexual or straight

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect sexual orientation information about staff

**Disability**

**\*How many staff publicly self-identify as the following:**

\_\_A person with a disability

\_\_A person without a disability

\_\_Decline to state

\_\_Unknown

* We do not collect disability information about staff

## Volunteers

**\*How many volunteers are in your organization/group?**

* We do not have volunteers

**Race & Ethnicity**

**\*How many volunteers publicly self-identify as the following:**

\_\_Asian/Asian American/Pacific Islander

\_\_Arab/Middle Eastern

\_\_Black/African America/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)

\_\_Decline to state

\_\_Different identity (please specify)

\_\_Unknown[[4]](#footnote-5)

* We do not collect race & ethnicity information about volunteers

**Gender Identity**

**\* How many volunteers publicly self-identify as the following:**

\_\_Female

\_\_Male

\_\_Gender nonbinary/Genderqueer/Gender non-confirming

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about volunteers

**\* How many volunteers publicly self-identify as the following:**

\_\_Transgender

\_\_Non-transgender (cisgender)

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect gender identity information about volunteers

**Sexual Orientation**

**\*How many** **volunteers publicly self-identify as the following:**

\_\_Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)

\_\_Heterosexual or straight

\_\_Different identity (please specify)

\_\_Decline to state

\_\_Unknown

* We do not collect sexual orientation information about volunteers

**Disability**

**\*How many volunteers publicly self-identify as the following:**

\_\_A person with a disability

\_\_A person without a disability

\_\_Decline to state

\_\_Unknown

* We do not collect disability information about volunteers

1. Unknown indicates the number of people for whom you have no demographic information. [↑](#footnote-ref-2)
2. Unknown indicates the number of people for whom you have no demographic information. [↑](#footnote-ref-3)
3. Unknown indicates the number of people for whom you have no demographic information. [↑](#footnote-ref-4)
4. Unknown indicates the number of people for whom you have no demographic information. [↑](#footnote-ref-5)