

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.](#) 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 \(AHCMC\)](#) 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.](#))**

- | | | |
|--|---|---|
| <input type="radio"/> Dance | <input type="radio"/> Media | <input type="radio"/> Writing |
| <input type="radio"/> Folk & Traditional Arts | <input type="radio"/> Music | <input type="radio"/> Visual Arts |
| <input type="radio"/> History and/or Social Sciences | <input type="radio"/> Philosophy, Ethics, and/or Comparative Religion | <input type="radio"/> Design |
| <input type="radio"/> Languages, Linguistics, and/or Literary Arts | <input type="radio"/> Storytelling | <input type="radio"/> Presenting and/or Multidisciplinary |
| | <input type="radio"/> Theatre | <input type="radio"/> 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.](#) 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](#)?**

- 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?** *Only 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
- Unknown¹
- 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

¹ Unknown indicates the number of people for whom you have no demographic information.

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)
- Unknown²
- We do not collect race & ethnicity information about Board members

Gender Identity

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

- Female
- Male

² Unknown indicates the number of people for whom you have no demographic information.

- 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)
- Unknown³
- 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?

³ Unknown indicates the number of people for whom you have no demographic information.

- 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)
- Unknown⁴
- 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

⁴ Unknown indicates the number of people for whom you have no demographic information.

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