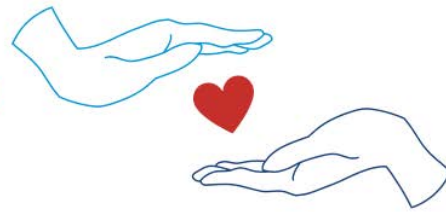


ARTS & HUMANITIES

# COVID-19 RELIEF FUND



arts & humanities  
council of montgomery county



## ARTS & HUMANITIES COVID-19 RELIEF FUND GUIDELINES for Individual Artists & Scholars

### SUBMISSION DETAILS

**Application DEADLINE: September 14, 2020 – 11:59 p.m.**

Funding notifications will occur in October 2020.

**Applications must be submitted online at**  
**<http://artsandhumanities.fluidreview.com>**

**Late applications will not be accepted.**

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

801 Ellsworth Drive, Silver Spring, MD 20910  
(301) 565-3805

**[www.creativemoco.com](http://www.creativemoco.com)**

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

The Arts & Humanities Council of Montgomery County (AHC MC), 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 and Inclusion**

With the acknowledgement and understanding that access to resources has been historically limited for certain groups of people, AHC MC 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, African, Latinx, Asian, Arab, and Native American (ALAANA) constituents, socio-economically disadvantaged communities, differently abled individuals, and LGBTQ+ communities.

### **ADA Compliance**

Funded activities should be accessible to people with disabilities. AHC MC encourages applicants to consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Applicants may include the cost of access accommodations as part of their budget, for example, sign interpreters, audio describers, etc. Tips for how to implement project accessibility can be found [here](#).

## **Table of Contents**

<b>Introduction.....</b>	<b>3</b>
<b>Purpose.....</b>	<b>3</b>
<b>Eligibility Requirements.....</b>	<b>3</b>
<b>Eligible Disciplines.....</b>	<b>4</b>
<b>Limitations.....</b>	<b>5</b>
<b>Application Review Process.....</b>	<b>5</b>
<b>Disbursement.....</b>	<b>5</b>
<b>Return of Funds.....</b>	<b>5</b>
<b>COVID-19 Relief Fund Agreement and Reporting.....</b>	<b>6</b>
<b>Online Application Process.....</b>	<b>6</b>
<b>Application Assistance.....</b>	<b>7</b>

## Introduction

The Montgomery County Government and the Arts & Humanities Council of Montgomery County (AHCMC) understands that due to the novel coronavirus, the creative sector continues to deal with significant uncertainty. Many arts and humanities organizations and individual artists and scholars are experiencing serious challenges affecting their programming, staffing, 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 Montgomery County, MD based non-profit arts and/or humanities organizations and individual artists and scholars experiencing financial hardship due to COVID-19.

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 organization or individual artist/scholar. Rather than funding a particular project, relief funds provide support to the recipient as a whole and can be used for programming costs or vital administration costs, such as rent, utilities, and employee salaries.

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

## Purpose

By providing *Arts & Humanities COVID-19 Relief Funds* for individual artists and scholars, the Montgomery County Government and 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/coronavirus;
- 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.

## Eligibility Requirements for Individual Artists/Scholars

An individual is eligible to apply for *Arts & Humanities COVID-19 Relief Funds* if the applicant can demonstrate that they have met all the following criteria **by the published deadline**:

- Is a practicing artist and/or scholar with demonstrated ability in the arts or humanities;
  - May be requested to produce evidence of a professional body of work;
- Has resided in the County for **at least 12-consecutive months** immediately prior to the application submission deadline; and
- Is currently experiencing economic duress due to COVID-19.

## IMPORTANT

- **This funding opportunity is designed to benefit individual artists and scholars, not groups.**
- **AHCMC will not make payments to fiscal sponsors.**
- An applicant is eligible for funding if relief funds will effectively advance the applicant's artistic or scholarly work and/or advance the applicant's business and management skills.
- **Activities that are open to the public must take place in Montgomery County.**
- An artist/scholar who is an employee of an arts/humanities organization will be considered an eligible applicant for this funding opportunity, provided that funds received are not provided to the organization. For example, the applicant may apply to develop a new piece of work unrelated to the work of their employer.

## 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:

- Capital improvements, construction, or renovation projects;
- Fundraising activities;
- The costs of receptions, refreshments, or food for a public event;
- Purchase of property;
- Debt retirement;
- Scholarships, awards, or tuition assistance;
- Political advocacy or activities that support and/or promote the interests of any one political party or candidate; and
- Travel outside of Montgomery County.

## Application Review Process

AHCMC staff will review applications for eligibility and completeness in collaboration with Montgomery County Government staff.

## Disbursement

Payments will be made in one installment once AHCMC has received funding from the County.

## Return of Funds

- The recipient must return the funds if it is not possible to implement the as described in the Arts & Humanities COVID-19 Relief Fund Agreement. **Please contact Grants Program staff before funds are returned.**
- If AHCMC determines that relief funds were spent not in compliance with the guidelines or not consistent with the approved application, the organization must return the amount spent on non-allowable expenses.
- Funds received but not spent by December 31, 2020 must be returned to AHCMC by January 31, 2021.

## Arts & Humanities COVID-19 Relief Fund Agreement and Reporting

If funds are provided, the recipient must sign an Arts & Humanities COVID-19 Relief Fund Agreement with AHCMC stating that the recipient agrees to:

- Use the relief funds for economic hardship caused by COVID-19;
- Repay any relief funds not used for the stated purpose of the funding opportunity;
- Not use the relief funds for capital improvements, purchase of real property, scholarships, or tuition assistance for program participants, travel outside of Montgomery County, political advocacy, or debt retirement;
- Operate with a residence in Montgomery County, MD;
- Not discriminate against any person on the basis of any characteristic described in Section 27-1(a) of Chapter 27 of the Montgomery County Code or on the basis of political opinion or affiliation in any of its policies, procedures, or practices;
- 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;
- Send copies to AHCMC of all materials that are distributed to the public, e.g., flyers, brochures, program booklets; and
- If requested, complete a status survey through AHCMC's online grants system no later than **January 31, 2021.**

Failure to comply with these requirements may result in the cancellation of funds, forfeiture of remaining funding, return of disbursed fund amount, and 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.culturespotmc.com), AHCMC's online calendar.

## The Online Application Process

Applications must be submitted online on the AHCMC [FluidReview](#) portal. Follow the instructions below to access the *Arts & Humanities COVID-19 Relief Fund* application.

1. Go to <https://artsandhumanities.fluidreview.com/> and log on to your FluidReview account using your username and password.
  - a. If you do not have an account, create one by clicking "Sign Up" in the lower right-hand corner. Once you have created your account, you will be able to access the portal.
2. Select the blue "View Grants" button at the bottom left-hand corner to see open grant applications.
3. Select "Create Submissions" on the right for "Arts & Humanities COVID-19 Relief Fund."

In the main application form, be sure to click "Save & Continue" at the bottom of each page before moving on to the next page.

## Application Assistance:

Contact AHCMC grants staff if you have questions:

- Ana-Alicia Feng, Grants Program Coordinator, at (301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com)
- Karen Judson, Grants Program Manager, at (301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com)

## Important Reminders:

1. Applications must be submitted online at <http://artsandhumanities.fluidreview.com> by **11:59 p.m. on the posted deadline**.
2. Applications that are emailed, delivered in person, faxed, or submitted in any fashion other than the online grants system will not be accepted.
3. **Late applications will not be accepted.**

## SUBMISSION DETAILS

**APPLICATION DEADLINE: September 14, 2020 – 11:59 p.m.**

Funding notifications will occur in October 2020.

**All applications and materials must be submitted online at <http://artsandhumanities.fluidreview.com>.**

## Questions?

Karen Judson, Grants Program Manager  
(301) 565-3804, or [Karen.Judson@creativemoco.com](mailto:Karen.Judson@creativemoco.com)

Ana-Alicia Feng, Grants Program Coordinator  
(301) 565-3805 ext. 21, or [AnaAlicia.Feng@creativemoco.com](mailto:AnaAlicia.Feng@creativemoco.com)