Arts & Humanities COVID-19 Relief Funds for Organizations: Application Template

This template is for your reference only. All applications must be submitted online through FluidReview. AHCMC cannot accepted applications submitted by mail or email.

All required questions are marked with an asterisk (*).

*Are you applying as an individual artist/scholar or on behalf of an organization?
- o   Artist/Scholar
- o   Organization

*Are you an FY20 and/or FY21 Arts & Humanities Council of Montgomery County (AHCMC) grantee?
- o   Yes
- o   No

Basic Information

*Organization Legal Name (Name provided to the IRS):
*Organization Address:
*Organization City:
*Organization State:
*Organization ZIP Code:
*Authorizing Official Name:
*Authorizing Official Employment Title (i.e. Executive Director):
*Authorizing Official Phone Number:
*Authorizing Official Email Address:

*Please choose your organization's primary discipline.
- o   Dance
- o   Folk & Traditional Arts
- o   History or Social Sciences
- o   Languages, Linguistics, and/or Literary Arts
- o   Media
- o   Music
- o   Philosophy, Ethics, and/or Comparative Religion
- o   Storytelling
- o   Theatre
- o   Writing
- o   Visual Arts
- o   Design
- o   Presenting and/or Multidisciplinary
- o   Other (please specify):

*Does your organization have 501(c)(3) status? (You may be contacted after the application deadline to provide documentation.)
- o   Yes
- o   No

*If not, does your organization operate as a non-profit?
- o   Yes
- o   No

*Does your organization maintain [Good Standing status with the State of Maryland](#)? *Good Standing Certificates are documents provided by the state to prove a company is up to date on their state taxes.* (You may be contacted after the application deadline to provide documentation.)
- o   Yes
- o   No

*Please select the financial range that best represents the lower amount of your organization's annual cash operating expenses or income prior to the COVID-19 pandemic.
- o   Less than $25,000
- o   At least $25,000 and less than $50,000
- o   At least $50,000 and less than $100,000
- o   At least $100,000 and less than $250,000
- o   At least $250,000 and less than $500,000
- o   At least $500,000 and less than $1,000,000
- o   At least $1,000,000 and less than $3,000,000
- o $3,000,000 or more

*Does your organization have an arts or humanities based mission?
- o   Yes
- o   No

*Has your organization been in business for at least one year? (You may be contacted after the application deadline to provide documentation.)
- o   Yes
- o   No

*Does your organization have a business office in Montgomery County, Maryland?
- o   Yes
- o   No

*Has your organization offered at least one arts and/or humanities public program or event in Montgomery County? (You may be contacted after the deadline to provide documentation.)
- o   Yes
- o   No

*Does your organization have a legally liable Board? (You may be contacted after the deadline to provide documentation.)
- o   Yes
- o   No

*Is your organization [ADA-compliant](#)?
- o Yes
- o No

*Narrative Question: If not, please explain how your organization is not ADA-Compliant. (1,000 characters)

COVID-19 Data

The following questions are for reporting purposes only and <u>will not affect your organization's eligibility for _Arts & Humanities COVID-19 Relief Funds_</u>.

*What steps has your organization taken during this pandemic? *Select all that apply.*
- ☐ Closed the office
- ☐ Staff working remotely
- ☐ Laid off or furloughed workers
- ☐ Ended our season
- ☐ Cancelled public programs
- ☐ Stopped working completely
- ☐ Other (please be specific) (100 characters):

*Does your organization present and/or produce **in-person events** such as performances, exhibitions, classes and/or lessons, meetings, conferences, lectures, workshops, etc.?
- o Yes
- o No

*If yes, how have your organization's events been affected by COVID-19? *Only enter numbers here.*
- o Total Number of Cancelled Events:
- o Total Number of Postponed Events:
- o Estimated Total Attendees for Cancelled or Postponed Events:
- o Total Number of Events that moved Online/Digital:
- o Estimated Total Loss in Earned Event Revenue:
- o Estimated Total Loss in Contributed Event Revenue:
- o Estimated Total Loss in Non-Refundable Event Expenses:
- o Estimated Total Increase in New Event Spending (developing online content, digitizing work, new software costs, new artist fees, etc.):

*For canceled events, what percentage of ticket sales have been returned, donated, or retained (for a future or rescheduled date)? *Only enter numbers here.*
- - Returned:
- - Donated:
- - Retained:

*How have you responded programmatically to COVID-19? *Select all that apply.*
- ☐ Moved existing content online/digital/streaming
- ☐ Create new online/digital/steaming programming
- ☐ Severely limited all programming
- ☐ Cancelled all programming
- ☐ Other (please be specific) (100 characters):

*Narrative Question: Describe the target audience or community that the organization serves. Include efforts to reach, engage, and collaborate with diverse populations and underserved communities. Please be as specific as possible. Include data and demographics such as approximate age, geographic location(s) for where the target audience is located, race/ethnicity, gender, LGBTQ+, disability, and/or special interests if applicable. (1,000 characters)

*What percentage of your staff have been laid off or furloughed? O*nly enter numbers here.*

*Are you still providing benefits for staff?
- o Yes
- o No

*Narrative Question: If you will use *Arts & Humanities COVID-19 Relief Funds* to pay staff, explain the position(s) for which you are seeking support. Discuss the significance of this position fulfil your organization's mission. Describe the effect on your organization if this position was curtailed or eliminated. If you will not use *Arts & Humanities COVID-19 Relief Funds* to pay staff, please write "N/A" (Not Applicable). (1,000 characters)

*Have you cancelled, suspended, or delayed any contracts or work for artists, scholars, or educators **that are not employees of your organization**?
- o Yes
- o No

*If yes, how many? O*nly enter numbers here.*

*Are you still paying artists/scholars for work that cannot be completed?
- o Yes
- o No

*Narrative Question: If you will use *Arts & Humanities COVID-19 Relief Funds* to pay artists/scholars/educators, discuss the significance of their work to fulfill your organization's mission. Describe the effect on your organization if their services are curtailed or eliminated. If you will not use *Arts & Humanities COVID-19 Relief Funds* to pay artists/scholars/educators, please write "N/A" (Not Applicable). (1,000 characters)

*Has your organization asked or applied for emergency relief due to the COVID-19 pandemic?
- o Yes
- o No

*If yes, please indicate the specific grant/loan applied for and the amount requested for each of the following. Please enter '0' (zero) if not applicable.

	Grant/Loan(s) Name	Amount Requested
Federal Grants:		
Federal Loans:		
State Labor Grants:		
State Commerce Grants:		
State Commerce Loans:		
New Foundation Support:		
New Individual Donor Support:		
New Board Support:		

*Narrative Question: Tell us how you plan to spend the requested *Arts & Humanities COVID-19 Relief Funds*. (**Please note that COVID-19 funds cannot cover capital improvements, purchase of real property, re-granting, political advocacy, and travel outside of Montgomery County as listed on page 4 of the guidelines under Limitations.**) (1,000 characters)

*Narrative Question: Please share any other information and/or data concerning the effects of the COVID-19 pandemic to your organization. If you do not have additional information or data to provide, please write "N/A" (Not Applicable). (1,000 characters)

Demographic Information

This information is being collected for reporting purposes only and will be shared in the aggregate.

*Please indicate which gender your organization's Executive Director publicly self-identifies with. *Drop-down list.*
- Female
- Male
- Non-binary
- Decline to state

- Transgender
- Non-transgender (cisgender)
- Decline to state

*Please indicate what sexual orientation your organization's Executive Director publicly self-identifies with. *Drop-down list*.
- Gay, Lesbian, Bisexual
- Heterosexual or Straight
- Asexual
- Decline to state

*Please indicate what race/ethnicity your organization's Executive Director publicly self-identifies with. *Drop-down list.*
- Asian/Asian American/Pacific Islander
- Black/African America/African
- Hispanic/Latino/Latina/Latinx
- Native American/American Indian/Indigenous
- White/Caucasian/European
- Multi-Racial or Multi-Ethnic (2 or more races or ethnicities)
- Decline to state

*Please indicate whether your organization's Executive Director publicly self-identifies as a person with a disability. *Drop-down list*.
- Yes
- No
- Decline to state