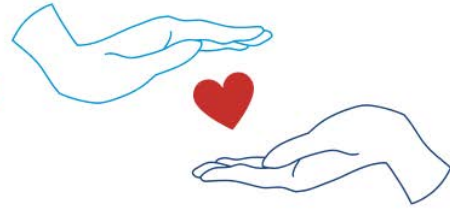


ARTS & HUMANITIES

COVID-19 RELIEF FUND



arts & humanities
Council of Montgomery County

ARTS & HUMANITIES COVID-19 RELIEF FUND GUIDELINES for Organizations

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.*

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The Mission of the Arts & Humanities Council of Montgomery County

The Arts & Humanities Council of Montgomery County (AHCRC), in partnership with the community, cultivates and supports excellence in the arts and 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, AHCRC 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. AHCRC 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](#).

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Introduction

The Montgomery County Government and the Arts & Humanities Council of Montgomery County (AHC MC) 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 AHC MC 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 organizations that work in a wide array of arts disciplines including performing arts, folk and traditional arts, media arts, visual arts, literary arts, and humanities disciplines including history and philosophy.

Purpose

By providing *Arts & Humanities COVID-19 Relief Funds* for organizations, Montgomery County Government and the Arts & Humanities Council of Montgomery County (AHC MC) seek to:

- Promote stability in arts and humanities organizations by providing emergency funding to support vital operating costs;
- Stimulate local support and involvement in the arts and humanities, including volunteer participation, audience development, and financial contributions despite the abnormal circumstances and financial detriment caused by COVID-19/coronavirus;
- Strengthen the scholarly and artistic capabilities of arts and humanities organizations; and
- Improve and/or stabilize the management infrastructure and effectiveness of arts and humanities organizations.

Eligibility Requirements for Organizations

An organization may be eligible to apply for *Arts & Humanities COVID-19 Relief Funds* if the applicant can demonstrate that it has met all the following criteria **by the published deadline**:

- Has its primary mission as the exhibition, presentation, production, and/or performance of, and/or education in, an arts and/or humanities discipline; and/or provides support services for artists and/or scholars and for arts and/or humanities organizations;
- Operates as a non-profit or demonstrates 501(c)(3) status through one of the following ways:
 - The applicant has 501(c)(3) status, as evidenced by their IRS Letter of Determination;
 - The applicant operates as a specific arts and/or humanities entity or division within a larger 501(c)(3) organization whose primary mission is not arts or humanities based;
 - If the applicant is not formally recognized by the IRS as a public charity or otherwise officially established as a tax-exempt 501(c)(3) institution, the applicant must operate in the manner of a non-profit organization (the group's net earnings cannot be distributed to those who control it).

- Has been in business for at least one year;
- Has a business office in Montgomery County;
- Has previously offered at least one public program/event in Montgomery County; and
- Is governed by an independent, legally liable Board operating under a mission statement for the organization and an operating budget specific to the organization.

Budget Eligibility Requirements

Non-allowable cash operating expenses include, but are not limited to:

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| • Investment Fees | • Depreciation |
| • Interest Expenses | • Loan principal payments |
| • Re-granting | • In-kind donations |
| • Capital improvements/other related costs | • Bad debt |

Non-allowable cash operating income includes, but is not limited to:

- | | |
|--|----------------------------------|
| • Unrealized gains or losses | • In-kind donations |
| • Investment revenues (interest and dividends) | • Revenue raised for capital |
| | • Funds intended for re-granting |

This list is not exhaustive—there may be additional non-allowable expenses and income. Grants program staff will review all applications and may contact applicants for additional information.

Limitations

Arts & Humanities COVID-19 Relief Funds for organizations will not fund:

- | | |
|---|---|
| • Capital improvements, construction, or renovation projects; | • Cost of souvenirs such as T-shirts; |
| • Rental costs for a County-owned facility; | • Debt retirement; |
| • Fundraising activities, including costs of receptions, refreshments, or food; | • Scholarships, awards, or tuition assistance awarded by the organization; |
| • Purchase of real property including land, buildings, warehouses, offices, and anything affixed to the land; | • Political advocacy or activities that support and/or promote the interests of any one political party or candidate; and |
| • Activities for the exclusive benefit of an organization’s members; | • 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 relief funds if it is not possible to implement the funds as described in the Arts & Humanities COVID-19 Relief Fund Agreement. **Please contact Grants Program staff before relief 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, an authorized representative of the recipient must sign an Arts & Humanities COVID-19 Relief Fund Agreement with AHCMC stating that the organization 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 business office 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://culture-spot.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
- Karen Judson, Grants Program Manager, at (301) 565-3804, or 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.**

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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

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