



# Pitt County Arts Rescue & Rebuild Grant



## **Pitt County Arts Rescue & Rebuild Grant Guidelines**

A Grant Opportunity from the National Endowment for the Arts  
American Rescue Plan for Local Arts Agencies Sub Granting Program

### **Funding Focus**

Pitt County Arts Council at Emerge (PCAC) is honored to offer grants to non-profit arts organizations located AND providing programming in Pitt County. PCAC is able to offer these subgrants from the American Rescue Plan grant to Local Arts Agencies for sub granting awarded by the National Endowment for the Arts. The grants are intended to provide financial assistance and economic recovery from the COVID-19 pandemic to Pitt County arts non-profits not only to rescue, but to rebuild even stronger than before the pandemic. The focus of the funding is for arts organizations to be able to hire and/or contract paid staff to help strengthen the organization, increase community engagement, increase work force development in the arts sector, and help with operating costs. PCAC will be sub-granting a total of \$150,000 to non-profit arts organizations. The grant range will be between \$5,000-\$25,000 for a one-time grant for the time period between July 01, 2022 – May 31, 2023.

Pitt County Arts Council at Emerge will competitively award rescue, recovery and rebuilding funds to eligible 501(c)(3) non-profit arts organizations. These funds are intended to help support jobs in the arts sector, keep the doors open to arts organizations, and assist in the sector's response to and recovery from the COVID-19 crisis, with the hope of rebuilding the arts to be even stronger than pre-pandemic times. Indirect costs beyond the eligible expenses are not allowable.

### **Application Dates**

Applications must be submitted online at:

<https://www.pittcountyarts.org/artists/grants/rescue-rebuild-grant>

with all required fields and attachments completed by the deadline of May 9, 2022.

- **Application Opens: March 15, 2022**
- **Application Deadline: May 9, 2022**
- **Notification: May 31, 2022**
- **Performance Period: July 1, 2022 – May 31, 2023**



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## **Potential Grant Amounts**

Project Grant Amounts will range between \$5,000 - \$25,000.

## **Eligibility and Considerations**

- Only 501(c)(3) nonprofit arts organizations and defined arts departments in local municipalities, institutions of higher education, or federally-recognized Indian tribal governments that are community-based, are eligible to receive funds.
- Organizations must have at least a 2-year history of arts programming.
- Fiscal sponsorships are not allowed for this opportunity (the organization applying must be applying from their own organization and NOT on behalf of another entity).
- The applying organization must be able to demonstrate need.
- Funding priority will be given to small and economically vulnerable organizations with total revenues of \$500,000 or less.
- Applications must be complete and submitted on time in order to be eligible.
- Organizations must operate within Pitt County, North Carolina and have proof of operations within Pitt County.
- Organizations must have current registration of both a DUNS and UEI number, so please register early. DUNS numbers can be registered through Dun and Bradstreet, at: <https://www.dnb.com/duns-number/get-a-duns.html> and UEI numbers through [SAM.Gov](https://sam.gov). It can take up to 30 days to register for a DUNS number, so register early if you have not already. Registrations to SAM.gov can take 7 to 10 business days and sometimes longer. Due to transitions in systems at the federal level, both will be required for this grant application.
- Organizations that are debarred, suspended, or otherwise excluded from receiving federal assistance are not eligible.
- Organizations that have overdue taxes are not eligible.

## **Fundable Expenses**

- Priority will be given to expenses for salary support, full or partial, for one or more staff positions that relate in some way to arts programming or arts administration. This includes rehires and/or new hires as well.
- Fees/Stipends for artists and/or contractual personnel to support the services they provide for specific activities in support of the organization's day-to-day operations.



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- Facilities costs such as rent and utilities.
- Marketing and promotions.
- Costs associated with health and safety supplies for staff, visitors, and/or audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Indirect costs for small 501(c)(3) non-profit organizations, i.e.: overhead, administrative, or general operating expenses that are not readily identifiable with, or are difficult to assign to, a specific project, but nevertheless are necessary to the operation of the organization, the performance of its activities, and the execution of its projects. Examples include operating and maintaining facilities and equipment, depreciation, rent, utilities, supplies, insurance. However, we will not pay indirect costs for arts departments within municipalities or institutions of higher education.
- No other federal monies can be used for the same project expenses that are applied for through this opportunity.
- EXCLUSIONS: Interest, capital expenditures, alcoholic beverages, gratuities, scholarships and awards, fundraising, construction, indirect costs for arts departments within municipalities or institutions of higher education, and anything that is not a fundable expense.

## **Review Criteria**

Pitt County Arts Council staff will initially review each application to make sure it is complete and meets all of the eligibility requirements. Eligible applications will be passed on to a review panel assembled by the Pitt County Arts Council Board of Directors with a diverse community representation. The review panel will recommend funding levels to the Pitt County Arts Council for a final vote.

The review panel will adjudicate applications based on the following criteria:

1. Artistic excellence: As demonstrated by a 2-year history of quality artistic excellence and merit of their programming. (30 points)
2. Management and Leadership: Demonstrates effective management and demonstrates that its programs, services, information and facilities are accessible, inclusive and non-discriminatory. (20 points)
3. Arts and Cultural Engagement: Uses culturally relevant and responsive outreach strategies to engage systemically marginalized communities. The organization is



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responsive to the needs and priorities of the community(ies) it serves through its programming and services. (20 points)

4. Plan for Sustainability: Demonstrates the vision and planning for sustainability of the salary support with the intention of retaining the specific job position within the organization after these grant funds end. (15 points)
5. Completeness and clarity of the application: The reasonable likelihood that the project can be completed based on the itemized budget and proposed timeline. (15 points)

## **Compliance and Reporting**

Once the grantees are announced, disbursement of 50% of the award funds will be made when the contract is executed and 50% of the grant will be disbursed at a check-in point during the grant cycle (recommended for December of 2022 or January of 2023).

Grant recipients will be required to complete a post-grant report, which provides a detailed accounting of uses of funds/expenditures. Receipts may be requested by PCAC staff, above and beyond a list of expenditures. For salary support, payroll statements and/or statements of contractual expenditures will be required.

Grant recipients must return a signed copy of the Terms and Conditions plus a currently signed w-9 form prior to payment.

## **Credits and Marketing**

**Pitt County Arts Rescue & Rebuild Grants** are funded by the National Endowment for the Arts *American Rescue Plan Act*. Grantees must clearly acknowledge support from the National Endowment for the Arts in their programs and related promotional materials, including publications and websites. Additionally, Pitt County Arts Council at Emerge must be clearly acknowledged in programs and related promotional material. Logo and branding guidelines will be provided to all grantees upon acceptance. The National Endowment for the Arts and Pitt County Arts Council at Emerge must be listed in the appropriate financial category in any printed or installed donor recognition lists.

## **Funding Policy and Disclaimer**

Pitt County Arts Council at Emerge is committed to reaching all segments of Pitt County's



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population through its support of a wide variety of artistic disciplines. Grants are awarded on a competitive basis and evaluated by an unbiased panel of artists, arts administrators and community leaders. Funding for this and all grants offered by Pitt County Arts Council at Emerge is contingent on available funding and the decision by the panel and Board to fund the program and recommend grants. PCAC reserves the right to modify, cancel, or suspend the grant process at anytime.

Funding will be withheld (in full or in part) if the grant recipient does not meet the necessary activities and requirements for crediting Pitt County Arts Council at Emerge and the National Endowment for the Arts, proper expenditure of the funds, keeping and maintaining supporting documentation, and the completion of the required reports as agreed to by the Grantee's acceptance of funding. Any Grantee who does not follow the terms of the grant agreement may risk the award being terminated, repayment of award funds, and may possibly become ineligible for future grant funds through Pitt County Arts Council at Emerge.

## **Contact for Questions**

Questions about this grant or other granting opportunities can be made to: Holly Garriott, Executive Director of the Pitt County Arts Council at Emerge, at [holly@pittcountyarts.org](mailto:holly@pittcountyarts.org) or 252-551-6947.

## **Terms and Conditions**

1. This is a one-time monetary award. Funds must be used explicitly for the purposes outlined in the grant application. This award does not require a match.
2. This is a competitive grant award opportunity and funding for all applicants is not guaranteed.
3. Pitt County Arts Council at Emerge is Pitt County's designated Local Arts Agency and recipient of a National Endowment for the Arts American Rescue Plan Act grant for sub granting. These funds require Pitt County Arts Council at Emerge and its sub-grantees to comply with all federal requirements.
4. National Policy Requirements prohibit discrimination, ensure accessibility of all facilities and programs funded with federal monies, provide for the protection of environmental and historic resources and more.



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5. Organizations will review the sub-grant report form in advance to ensure that they are tracking impact and demographical information required for the report form.
6. Grantee will submit a detailed final report no later than June 30, 2023 or 30 days following completion of grant project, whichever comes first.
7. Pitt County Arts Council at Emerge will monitor grantee's program and may offer guidance towards grant compliance.
8. Changes or Delays: Grantee must notify Pitt County Arts Council at Emerge of any substantive changes related to your application.
9. Pitt County Arts Council at Emerge does not and shall not discriminate on the basis of race, color, religion/creed, gender expression, age, national origin/ancestry, disability, marital status, sexual orientation, or military status, in any of its activities or operations. PCAC expects the same from its grant awardees.
10. Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final sub-grant report and must be made available to Pitt County Arts Council at Emerge staff upon request. It is important to keep detailed supporting documents showing exactly how award funds were spent by your organization.