

## The Arts & Culture Alliance American Rescue Plan **RENEWAL** Fund ORGANIZATION APPLICATION for companies domiciled within the City of Knoxville OR outside of the City but within Knox County

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### INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) which includes funding for the City of Knoxville and Knox County to support organizations and jobs in the arts sector that have been impacted by the COVID-19 pandemic. The Arts & Culture Alliance (ACA) has received ARP Funds from the City of Knoxville and Knox County to provide grants to nonprofits arts and culture organizations to accelerate the recovery of their sector and the economy.

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### OBJECTIVES

ACA ARP Renewal Funds will provide support to local arts and culture non-profits and projects, with focus on those providing opportunities within communities historically underserved and/or disproportionately impacted by the pandemic and local neighborhoods. Art and culture programming and projects can aid Knoxville's recovery by providing local jobs, boosting tourism, stimulating the local economy, activating neighborhoods, and conducting education programs specifically targeting K-12 students in underserved communities to help them regain ground lost during the pandemic. These funds will amplify the presence of the arts in rural and urban communities, expand the public's accessibility to the arts, and strengthen the economic benefits that arts and cultural events provide communities.

ACA ARP funds will support organizations as they rebuild and continue to increase the impact of their missions.

The artistic excellence and merit outlined in the applications is key, including:

- Quality of the organization's programs.
- Potential to have a significant and immediate impact on the arts workforce.
- Significance to the mission and core work of the organization.
- Ability to carry out award, including appropriateness of budget, resources involved, and personnel involved as evidenced in the application and in the organization's track record of compliance with past ACA contracts and requirements.
- As appropriate, extent to which the organization serves under-served populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.
- Funding preference will be given to organizations contracting with Tennessee artists.

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### ORGANIZATIONS

Organizations must be domiciled within the City of Knoxville OR outside of the City but within Knox County. Individual artists applying for round two of ACA ARP grants must be full-time residents of the City of Knoxville.

Eligible nonprofit organizations are defined as those whose primary mission is teaching, creating, and/or presenting art and culture experiences. A limited amount of funds may be available to arts and culture-centered programs of larger non-profit organizations.

Eligible organizations and artists not funded in round one will be preferred.

Only 501(c)(3) nonprofit organizations, units of state or local government, and institutions of higher education are eligible to receive funds. All organizational grantees must have the SAM UEI as the official UEI of record. An overhead or indirect cost rate of greater than 10% of total direct costs will not be allowed.

Organizations must be registered by the State of Tennessee as nonprofit corporations and be in compliance with annual reporting requirements.

Renewal Funds are intended to support day-to-day business expenses/operating costs, such as:

1. Salary support, full or partial, for one or more staff positions.
2. Fees/stipends for artists and/or contractual personnel for services they provide for specific activities in support of the organization's general operations. These must be part of the organization's regular, day-to-day work in support of the mission and/or for a new or special project or program. Some examples:
  - a. An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion, or to upgrade technology to improve virtual engagement.
  - b. An arts education organization whose day-to-day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.
  - c. An organization might need to hire/contract for tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.
3. Facilities costs such as rent and utilities (e.g., electric, phone, gas bills, etc) but *not to include upgrades to HVAC/ventilation systems*.
4. Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
5. Marketing and promotion costs.
6. No indirect costs will be allowed.

Organizations may not claim more than 100% of salary with funding provided by other federal agencies such as the Small Business Administration, the National Endowment for the Arts or Humanities, or the Tennessee Arts Commission's Nonprofit Arts and Culture Recovery Fund.

Applicants must adhere to the funding policies of ACA which reserves the right to amend, reduce, or terminate any funding for non-compliance with the general guidelines.

Organizational applicants should have an established nondiscrimination policy of equal opportunity without regard to race, color, religion, national origin, age, sex or ability for all programs, activities and services.

Organizations must comply with fair labor standards and certify that they are drug-free workplaces.

Funded projects must not have significant environmental impacts nor potential to impact historic structures.

Funded organizations MUST provide proof of ongoing acknowledgement of grant support during the grant period.

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## **ACCESSIBILITY – TITLE VI**

People with disabilities have the right to access all ACA-funded programs. All services and facilities of organizations that receive funding through ACA should provide access in a way that best suits individuals' needs. Here are important parts of the federal law known as the American with Disabilities Act: No individual shall be denied the full and equal enjoyment of services, facilities, privileges, advantages and accommodations of any public place on the basis of disability. This rule applies to owners, operators and those who lease any place of public accommodation.

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## **ELIGIBILITY**

There are no matching requirements for this funding.

**ORGANIZATIONS may apply for \$1,000 - \$40,000 based on actual expenditures and submission of documentation.**

Examples of allowable costs for grants are listed above. UNALLOWABLE COSTS - GRANT FUNDS MAY NOT BE USED FOR:

- "Artist relief" programs where the funding is intended to alleviate financial hardship and does not require the artist to undertake work.
- Alcoholic beverages.
- Food.
- Commercial (for-profit) enterprises or activities, including concessions, food/drink, clothing, artwork, or other items for resale, including online or virtual sales/shops.

- Construction, purchase, or renovation of facilities.
- Costs related to home offices.
- Costs supported by any other federal funding (“double dipping”), including funds received directly from a federal agency or indirectly from a pass-through organization such as the Tennessee Arts Commission or South Arts.
- Expenses related to compensation to foreign nationals when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department of Foreign Assets Control.
- General fundraising.
- General miscellaneous or contingency costs.
- Land purchase costs.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation either directly or through specific lobbying appeals to the public.
- Social activities such as receptions, parties or galas.
- Subawards to replace lost revenue.
- Travel costs.
- Vehicles purchases.
- Visa costs paid to the U.S. government.
- Voter registration drives and related activities.

Grant recipients must permit ACA and its auditors access to their records and financial statements as necessary for ACA to ensure compliance with the federal award requirements. Grantees must agree to retain said records and financial statements for three years following submission of final reports. ACA will monitor the activities of all grantees as necessary to ensure that the awards are used for authorized purposes, are in compliance with federal statutes, regulations, and the terms and conditions of the award and that award performance goals are achieved.

Organizations that have been awarded more than \$1M in ARP funds from the Tennessee Arts Commission and/or the Arts & Culture Alliance are not eligible to apply for Arts & Culture Alliance ARP second round funding.

All grantees must pay their obligations and comply with Payment Credit Card Industry Data Security Standard and the US Patriot Act.

All applicants must verify that they are not excluded or disqualified from doing business with the City, County or Federal government. Each applicant will be required to complete a self-certification that participants in the award are not disbarred, suspended, or have any other exclusions or disqualifications.

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## **AM I ELIGIBLE? ORGANIZATIONS**

**Applicants must select which category best represents their organization:**

Arts Education Organizations: provide an arts education experience for students outside K-12 and college/university classrooms.

Literary Arts Organizations: provide opportunities in creative literary expression, presentation and participation.

Performing Arts Organizations: produce and/or present live, discipline-based performance experiences.

Visual Arts/Film/Video/Digital Organizations: encourage the creation and/or presentation of visual art forms, support artists, visual and media arts.

Multidisciplinary: a combination of two or more of the above categories.

**AND, applicants must be able to answer YES to the following questions:**

We will be able to provide documentation\*\* that demonstrates creative program(s) in alignment with the mission accomplished in community settings within the time frame of July 1, 2023 – June 30, 2025 (Round 2).

Our expenses and timeline do NOT overlap with any other ARP Funds provided by an agency other than ACA (see list of unallowable costs).

**\*\*A list of items accepted as documentation may be found on the final page of these guidelines. Only items that have documentation will be eligible for reimbursement.**

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## **TIMELINE**

Organizations may only submit one application in each round.

**Round 2 applications due April 16, 2023 (if funds are still available) for programs July 1, 2023 – June 30, 2025.**

All applications will be reviewed by a six-person panel of local arts and culture professionals. Applicants will receive an e-mail notification from [LZ@knoxalliance.com](mailto:LZ@knoxalliance.com) of the panel's decision.

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|-----------------------|--|
| <b>April 16, 2023</b> | <b>Round 2 Application deadline</b>                |
| June 1, 2023          | Round 2 Award notification                         |
| June 1, 2025          | Last date for Round 2 eligible activities/expenses |
| <b>June 30, 2025</b>  | <b>Round 2 final report deadline</b>               |

FUNDS WILL ONLY COVER EXPENSES INCURRED DURING THE GRANT CONTRACT PERIOD. GRANTEES HAVE THE OPTION TO USE THE FUNDS AT ANY TIME DURING THE TWO-YEAR PERIOD (JULY 1, 2023 – JUNE 1, 2025).

**These project expenses will be REIMBURSED to you upon the submission of appropriate documentation and within the timeline provided. Grantees should submit all documentation within 30 days of project end or by June 1, 2025 (whichever comes first).**

Those awarded funding will be required to submit a thank you letter with a signed contract.

**Only qualifying expenses that are included in the applicant's budget and have adequate documentation will be reimbursed. Taxes are not reimbursable.**

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## **HOW TO APPLY**

Ensure you have completed all portions of the fillable PDF application.

**Save the completed application and email, with required attachments, to [grants@knoxalliance.com](mailto:grants@knoxalliance.com).**

For any questions, please email [LZ@knoxalliance.com](mailto:LZ@knoxalliance.com) (preferred) or call 865-523-7543.

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## **\*\*ACCEPTED DOCUMENTATION FOR REIMBURSEMENTS**

Documents must provide key information about expenses, such as:

**DATE:** When did the transaction, contract agreement, or payment occur?

**DESCRIPTION:** What was the purchase for? What services were provided?

**AMOUNT:** What is the NET payment for employee salaries? How much was the purchase PRE-TAX? How much is the contracted or artistic fee?

**PARTIES AND LOCATIONS INVOLVED:** Who did you contract with? Where did your purchases occur? For Organizations, what location do the utilities bill or rental storage invoice cover?

Examples of Accepted Documentation:

**RECEIPTS:** Itemized receipts from stores, suppliers, online purchases, etc., that depict what was purchased, the date of purchase, and reflect the amount spent PRE-TAX. For tracking purposes, add your name (Individual or Organization's name) to the receipt.

**CONTRACTS:** Provide any agreements for work performed by yourself or in partnership with another Individual/Organization. Ensure a description of the work and the date in which the contracted work took place is included.

**PAYROLL DOCUMENTS:** Any employee whose pay is submitted for reimbursement must have accompanying documentation that reflects NET PAY.

**INVOICES:** Ensure a description of the service provided or items purchased are included and that the PRE-TAX amount is provided, if applicable.

**UTILITY BILLS:** Bills should reflect the date of coverage and information about the location to which the bill is affiliated. *Costs related to home offices are unallowable.*

**RENTAL AGREEMENTS:** Office space or rental storage agreements should include information about the rent amount and the dates covered by the lease.