

NDCA American Rescue Plan (ARP) Fund

GUIDELINES

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) which includes funding for the National Endowment for the Arts (NEA) to support organizations and jobs in the arts sector that have been impacted by the COVID-19 pandemic. North Dakota Council on the Arts (NDCA) has received ARP funding from the National Endowment for the Arts.

NDCA ARP Funds will provide *"an opportunity for the sector not just to re-establish old ways of operating, but to rebuild in a way that works better for all arts organizations."* 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.

NDCA ARP funds will assist Individual Artists in creating community-focused projects, workshops, and activities and support Organizations as they pivot, rebuild, and continue to grow their missions.

Individuals **and** Organizations eligible for this funding are defined as those whose primary mission is to promote and provide connections through creative expression by sharing creative experiences, expressing their own creativity, or connecting people with their local and statewide communities through the arts.

North Dakota's ARP Arts Fund is administered by NDCA. Applicants must adhere to the funding policies of NDCA which reserves the right to amend, reduce, or terminate any funding for non-compliance with the general guidelines.

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

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

- Quality of the organization's programs, or individual artistic merit of the proposed project.
- Potential to have a significant and immediate impact on the arts workforce.
- Significance to the mission and core work of the organization or individual's goals.
- Ability to carry out award, including appropriateness of budget, resources involved, and personnel involved.
- 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 CATEGORIES AND ELIGIBILITY

- There are two deadlines for applications: Round 1 due August 16, 2021 and Round 2 due October 15, 2021.
- Reimbursement for approved expenses will occur in February 2022. Reimbursements will cover programs (Organizations) and projects (Individuals) that take place from June 1, 2021 to January 31, 2022.
- Individuals may be able to receive up to 60% in advance for approved expenditures in October 2021 (Round 1 grantees) and December 2021 (Round 2 grantees).
- Final Reports must be submitted by February 28, 2022.
- Individuals and Organizations may only submit one application for NDCA's ARP Act Fund.
- There are no matching requirements for this funding.

Organizations - 501c3 Nonprofits ONLY

Individual Artists

\$2,000 - \$20,000 *based on actual expenditures and submission of documentation.*

\$1,000 - \$8,000 *based on actual expenditures and submission of documentation.*

All individuals awarded \$1,000 or more will receive a 1099-MISC form for 2021 or 2022.

Other ARP Funding Opportunities:

National Endowment for the Arts (NEA)

Nonprofit arts and culture Organizations may also apply for ARP funds directly from the National Endowment for the Arts (NEA) regardless of whether they have received NEA funding in the past. Applications are due August 12, 2021. Learn more and apply **HERE**.

Local Arts Agencies (LAA)

Two additional North Dakota arts agencies will have ARP Funds available through a separate granting process *later in 2021 or early in 2022*. Please reach out to these organizations directly for more information.

- The Arts Partnership: www.theartspartnership.net; (701) 237-6133
- Minot Area Council of the Arts: www.minotarts.org; (701) 852-2787

NOTE: *If you apply for ARP Funding through NDCA, the NEA, or an LAA, your expenses and timelines **CANNOT** be duplicated.*

Funds will only cover expenses incurred between June 1, 2021 to January 31, 2022.

These project expenses will be **REIMBURSED** to you upon the submission of appropriate documentation and within the timeline provided.

Only qualifying expenses that have adequate documentation will be reimbursed.

Taxes are not reimbursable.

FUNDING CATEGORIES AND ELIGIBILITY CONTINUED

INDIVIDUAL ARTIST

Individual Artist Funds are intended to carry out specific projects and activities.

1. Services provided for specific programs and activities that require the artist to undertake and complete work.
2. Providing presentations and workshops.
3. The creation of artwork with tangible outcomes (such as a specific community impact or raising awareness of the arts).

*** *Support for a one-time award to honor or recognize an individual's achievement is not allowed.*

*** *"Artist relief" including rent or food subsidies to alleviate financial hardship is not allowed.*

*** *Business expenses of individual artists are not permissible under this award.*

ORGANIZATIONS

Organizational Funds are intended to support day-to-day business expenses/operating costs.

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 your organization's general operations. These must be part of the organization's regular, day-to-day work in support of the organizational mission and cannot be for a new or special project or program.

Some examples:

- An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement.
- 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.
- Contracting for a new professional development training program for staff would **not** be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.
- 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.

*** *Not to include upgrades to HVAC/ventilation systems. Costs related to home offices are unallowable.*

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

Am I eligible?

Organization/Nonprofit Eligibility

Applicants must select which category best represents their organization:

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

Arts Service Organizations - These organizations provide support services for other arts and cultural organizations and/or artists locally, regionally, statewide (i.e. art councils).

Literary Arts Organizations - These organizations provide opportunities in creative literary expression, presentation and participation.

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

Visual Arts/ Film/Video/Digital Organizations - These 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 organizations/nonprofits must be able to answer "YES" to the following questions:

We are able to provide **documentation**** that demonstrates creative program(s) in alignment with the mission accomplished in community settings within the time frame of June 1, 2021-January 30, 2022.

Our expenses and timeline do NOT overlap with any ARP Funds provided by an agency other than NDCA.

Individual Artist Eligibility

Applicants must be to answer "YES" to ALL of the following questions:

I have been a resident of North Dakota for at least 12 months and will be a resident upon receipt of any grant funding.

I am a practicing artist, culture worker, or arts administrator capable of providing examples of creative work made, curated, or otherwise administered.

I am at least 18 years of age.

I am not currently enrolled in a degree-granting program (e.g. Bachelor's or Master's, if pursuing a Ph.D., coursework must be completed).

I can provide **documentation**** that demonstrates creative project(s) accomplished in community settings within the time frame of June 1, 2021-January 30, 2022.

My expenses and timeline do NOT overlap with any ARP Funds provided by an agency other than NDCA.

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

TIMELINE 2021-2022

June 1, 2021 Start Date for Eligible Activities/Expenses

August 16, 2021 First Application Deadline

September 13, 2021 Award Notification

October 15, 2021 Second Application Deadline

October 15, 2021 First Date of Funding Dispersal - Round 1 INDIVIDUALS ONLY

November 19, 2021 Award Notification

December 15, 2021 Second Date of Funding Dispersal - Round 2 INDIVIDUALS ONLY

January 31, 2022 Last Date for Eligible Activities/Expenses

February 1, 2022 Latest Date of Funding Dispersal - INDIVIDUALS and ORGANIZATIONS

February 28, 2022 Final Report Deadline

SELECTION PROCESS

- There are two rounds for funding. All applications submitted by August 16, 2021 or October 15, 2021 will be reviewed by a six-person panel of North Dakota Council on the Arts staff.
- Applicants will receive an e-mail notification from ndcagrants@nd.gov of the panel's decision.
- Individuals and organizations awarded funding will be required to submit a W-9 and ACH information, including a voided check, *if not already in the State system*. Those awarded funding will have their name publicized.

HOW TO APPLY

1) There are two versions of the application:

INDIVIDUALS apply **HERE** **ORGANIZATIONS** apply **HERE**

- 2) Ensure you have completed all portions of the fillable .pdf application.
- 3) Save the completed application: "File" → "Save As" → Save to your desktop.
- 4) If you complete your Project Proposal as a Word document, follow Step 3. If you have hand written your Project Proposal, follow Step 6.
- 5) Attach all completed .pdf or .docx files in an email to ndcagrants@nd.gov.
- 6) Applications CANNOT be faxed. If necessary, mail a physical copy of your application to:
NDCA; Attn: ARP Fund; 105 N 4th St.; Bismarck, ND 58501.

Mail must be postmarked by the application deadline.

If you have any questions, please send an e-mail to ndcagrants@nd.gov

North Dakota Council on the Arts Staff

ROBIN BOSCH, Fiscal Officer/Grants Administrator

REBECCA ENGELMAN Arts in Education Director

TROYD GEIST State Folklorist

KIM KONIKOW, Executive Director

AMY SCHMIDT, Public Information Officer/Accessibility
Coordinator

VANESSA VOSKUIL, Administrative Assistant

and KAYLA SCHMIDT, ARP Funds Coordinator

NDCA Phone: (701) 328-7590

Voicemail will be checked three times daily, however correspondence via ndcagrants@nd.gov is preferred.

Accepted Documentation

- Funds will only cover expenses incurred between June 1, 2021 to January 31, 2022.
 - These expenses will be REIMBURSED to you upon the submission of appropriate documentation and within the timeline provided.
 - Only qualifying expenses that have adequate documentation will be reimbursed.
 - Individual artists and Organizations have different parameters for eligible expenses.
- ***Please review the Guidelines to see which expenses and documentation are covered by your grant category.
- Food and drink items are NOT eligible.
 - Taxes are NOT reimbursable.

Documents must provide key information about expenses:

- **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 (Organizations ONLY):** 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 (Organizations ONLY). Renting an event space for a workshop or presentation should include information about the rental cost and dates covered by the rental agreement (Individuals ONLY).
- **TRAVEL/LODGING REIMBURSEMENT (Individuals ONLY):** Mileage must be calculated at the North Dakota state rate of \$.56 cents per mile. Provide all lodging receipts.
- **PROMOTIONAL ITEMS (Individuals ONLY):** For your Final Report, save screenshots of Facebook events, online promotions, or copies of event posters, programs, etc. that provide information about the workshops/presentations you provided.

For visual examples of accepted documentation click [HERE](#)