

Arts Nonprofit Relief Fund Grant Guidelines

Grant Cycle 2019–2020

Arts Nonprofit Relief Fund Intent

The Arts Nonprofit Relief Fund provides support for 501(c)(3) nonprofit arts organizations in Fort Worth that have been directly impacted by the coronavirus disease (COVID-19) pandemic. Grants will provide relief for unexpected loss of revenue and/or unexpected increases in expenses directly related to the coronavirus. Requests for emergency funding should be specifically related to the organization’s mission, service delivery, and/or core functions. Grants will be made on an ongoing basis, as funds are available, to increase funding to organizations during this crisis.

Timeline

Eligibility Period Begins	March 1, 2020
Grant Applications Open	April 1, 2020
Application Deadline	Rolling
Award Notification	Within 15 Days of Submission
Eligibility Period Ends	September 30, 2020

Applicant Eligibility

To be eligible to receive funding from the Arts Council of Fort Worth Grants Program, an applicant organization must:

- be a 501(c)(3) tax-exempt nonprofit in good standing with the IRS and up to date with Form 990 filings;
- be a nonprofit arts organization whose primary mission is the presentation or production of artistic programming;
- have a physical headquarters located within the City of Fort Worth (PO Boxes are unacceptable);
- demonstrate active operations and a history of at least 2 consecutive years of related program offerings within the City of Fort Worth;
- conduct majority of its work/outreach/programming within the Fort Worth community;
- have a salaried full-time or part-time (15-20 hours per week) administrator that is responsible for and authorized to address the contractual obligations of the Arts Council Cultural Contract and the business management of the organization (artist fees and honorariums do not satisfy paid staffing requirements);
- compensate salaried staff at a rate no less than the federal minimum wage at the time of grant submission; and
- meet all compliance measures and be in good standing with the Arts Council Grants Program.

Ineligible applicants include:

- academic institutions and/or their affiliated arts groups;
- fiscal sponsors; or
- former Arts Council grant recipients with overdue, unacceptable, or falsified reports.

Eligible Requests

Eligible uses for Operating Support funding include:

- administrative staff salaries;
- artistic salaries/fees;
- office supplies;
- production costs;
- facility rentals;
- marketing, printing, and other administrative costs; and
- outreach & education.

Ineligible uses of funding include:

- scholarships, purchase awards, or cash prizes;
- capital improvements, endowments, construction, or real property;
- debt reduction, interest on loans, fines, penalties, or costs of litigation;
- benefits or special events planned primarily for fundraising;
- sub-granting programs;
- activities for which college or university students receive academic credit;
- financing of political activities; or
- programming that is made inaccessible to any audience member based on gender, race, religion, age, sexual orientation, disability, or any other characteristic protected by law.

Application Process

Applications will be accepted on a rolling basis. All submissions will be reviewed for eligibility and award notifications will be sent within 15 days. Applicants may apply for funding once per month. Priority will be given to first time applicants.

Grant cycle announcements and deadlines are posted on the Arts Council's website www.artsfortworth.org/grants. All applicants must apply for funding online through the Arts Council [grants portal](#).

In addition to completing the narrative portion of the application form, grant applicants are also required to submit the following attachments:

- a budget that illustrates both budgeted expenses/revenue as planned prior to the COVID-19 pandemic and actual expenses/revenue realized since the applicant organization was affected by the COVID-19 pandemic.
- IRS determination letter;
- IRS Form 990 (or 990-N if organizational budget is less than \$50,000); and
- most recent organizational audit (or financial statements if no audit is available).

Awards

The maximum Arts Nonprofit Relief Fund grant award is \$1,500. Applicants are not required to request the award maximum.

Payment

Awards will be paid in full upon completion of the electronic grant agreement, which will be submitted through the [grants portal](#). All payments are subject to the availability of funds. All payments will be made to the grantee via check.

Acknowledgement

Grant recipients must acknowledge the Arts Council of Fort Worth and the City of Fort Worth in the following ways:

- a credit line and/or Arts Council logo must appear in all published materials and announcements regarding grant-supported activities with language similar to: “[Organization or project] is supported in part by a grant from the Arts Council of Fort Worth”; and
- the City of Fort Worth should be recognized whenever Arts Council funding is acknowledged.

Logos are available for download at <https://www.artsfortworth.org/grantee-resources/>.

Compliance

Arts Council grant recipients are expected to complete funded activities as proposed in the grant application. Award recipients are responsible for informing the Arts Council, in writing, of any substantial or fundamental changes to funded activities. A written request for approval of changes, including related justification, should be sent to the Arts Council prior to the expenditure of grant funds. Approval is not guaranteed. The compliance measures listed herein are non-negotiable. Any pending or future grants are contingent upon satisfactory compliance with all measures listed above.

Advice & Assistance

Arts Council staff are available to assist with the application process and provide feedback. If you require assistance, please contact Julia Olson, Grants and Initiatives Manager, at jolson@artscouncilfw.org or 817-298-3037. The Arts Council staff's role is to assist the applicant in making the best presentation for funding. Staff will not write the applications nor prepare attachments for applicants.

About the Arts Council's Grants Program

The mission of the Arts Council of Fort Worth is to create an environment that promotes, nurtures, and supports the arts in our community. The Arts Council's competitive grants program fulfills this mission by supporting local arts organizations and the artistic programming they provide within our city. Arts Council grants are designed to:

- foster a culture of creativity and innovation;
- celebrate community diversity through inclusive artistic expression;
- increase accessibility and encourage broad-based participation in arts activities;
- strengthen the service capacity and business practices of arts providers; and
- promote tourism and economic growth in the City of Fort Worth.

All grant guidelines and awards are subject to the contractual obligations between the Arts Council of Fort Worth and the City of Fort Worth. These guidelines are subject to change.