


M E M O R A N D U M

October 30, 2020

TO: Education and Culture Committee

FROM: Carolyn Chen, Legislative Analyst 

SUBJECT: (1) **Briefing: Arts & Humanities COVID-19 Relief Fund**

(2) **Worksession: Special Appropriation - \$334,500 for Arts and Humanities Council of Montgomery County (AHC MC) Non-Departmental Account, Arts COVID-19 Relief Fund**

PURPOSE: Receive briefing, discussion and vote expected.

Expected Participants:

Suzan Jenkins, Chief Executive Officer, Arts & Humanities Council of Montgomery County

On July 7, 2020, in response to the disproportionate negative economic impact to the arts and humanities sector, the County Council approved a special appropriation via [Resolution 19-522](#) to create an Arts & Humanities COVID-19 Relief Fund with \$3,000,000 designated for eligible arts and humanities organizations and \$250,000 designated for eligible artists and scholars.

On October 27, 2020, the Council introduced a [special appropriation to the Arts and Humanities Council of Montgomery County \(AHC MC\) Non-Departmental Account, Arts COVID-19 Relief Fund, \\$334,500 \(Source of Funds: Federal Grant Funds\)](#). This special appropriation is needed to provide additional emergency grant funding to the Arts and Humanities COVID-19 Relief Fund so that all eligible organizations and individuals will receive equitable grant funding levels. If approved, arts relief funding will total \$3,584,500 and ensures eligible arts and humanities organizations and artists and scholars receive equitable grant funding levels.

Public Hearing/Action is scheduled for November 10, 2020.

Committee discussion items:

- Review methodology and summary of relief fund grant process.
- Discuss and provide recommendation on supplemental arts relief funds.
- Discuss capacity-building needs for AHC MC to disburse COVID-19 relief by December 30, 2020.
- Discuss economic development strategy for County-owned cultural assets and arts & entertainment districts.

Need & Methodology

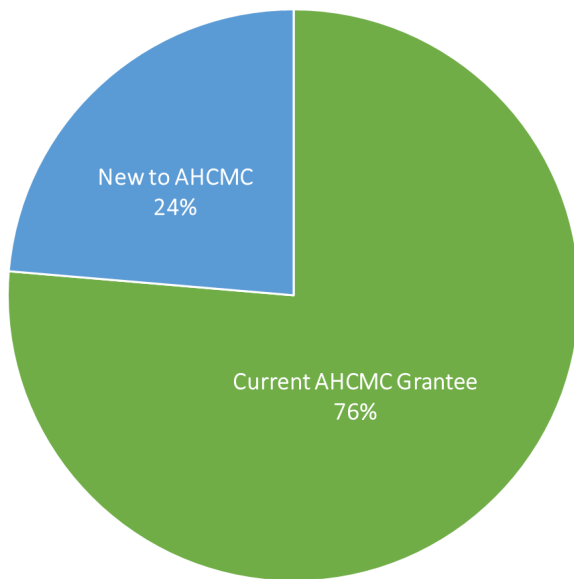
After input from the arts community through virtual town halls and individual meetings with organization staff and artists and scholars, the need for the Arts & Humanities COVID-19 Relief Fund was for short-term financial relief to the arts sector with minimal administrative burden on the arts community.

The Arts & Humanities Council of Montgomery County (AHCMC) and County Council staff proposed the following methodology:

- Focus on community outreach and engagement on multiple platforms for residents to receive information, provide feedback and ask questions.
- Expand eligibility to basic requirements without additional documentation required at time of application. [Location, arts mission, residency, demonstrated body of work]
- Funds would be granted based on eligibility versus competitive review of financial need/impact.
- Project and estimate application demand based on specific engagement and institutional knowledge from the arts community.
- Set minimum funding grant levels for applicants to increase transparency and equity.

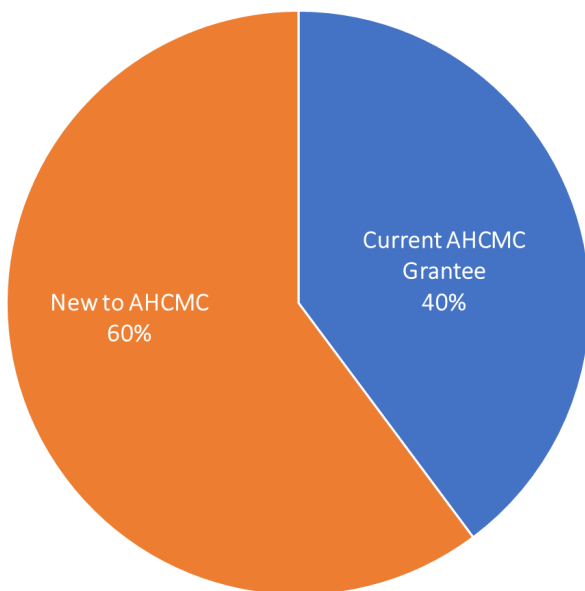
Arts & Humanities COVID-19 Relief Fund

Eligible Organizations Applicant Summary



- 103 organization applicants
- 93 (90%) eligible organizations
- 22 (24%) first-time AHCMC grantees [majority with <\$250K budgets]
- Funding bands ranged from \$2,279.29 to \$91,171.55 depending on pre-COVID-19 organizational budget
- Funding award amounts reduced 9% due to underestimate of new organization applicants [\$0.15 balance]
- \$290,000 additional funds needed for all eligible organizations to receive minimum grant award levels

Eligible Artists and Scholars Applicant Summary



- 123 artists/scholars applicants
47% self-identified BIPOC
- 98 (80%) eligible artists/scholars
- 59 (60%) first-time AHCMC grantees
- Equitable funding level of \$2,551.02 each artist/scholar
- Maximum funding award amount reduced 15% due to underestimate of new artist/scholar applicants [\$0.04 balance]
- \$44,000 additional funds needed for all eligible artists/scholars to receive maximum grant award levels

Arts & Humanities COVID-19 Relief Fund

Community Engagement, Application and Review Timeline

The Arts and Humanities Council of Montgomery County (AHC MC) and County Council staff executed the [Arts & Humanities COVID-19 Relief Fund](#) with the following timeline:

- **July 16** Hosted a virtual town hall meeting to provide an overview of the emergency relief opportunity, present draft eligibility criteria and emergency grant award levels and engage the arts community for input and feedback. [285+ attendees]
- **July 17 – 31** Conducted 1:1 20-minute meetings with individual artists and scholars and arts and humanities organizations to discuss specific funding needs and detailed input on the design and execution of the Arts & Humanities COVID-19 Relief Fund. [36+ meetings]
- **Aug. 17** Hosted an online launch webinar to present revised eligibility criteria, expanded emergency grant award levels based on community input and review of proposal questions and instructions on navigating the online application portal. [302+ attendees]
- **Aug. 17 – Sept. 11** Provided technical assistance to applicants and conducted 1:1 20- minute meetings with individual artists and scholars and arts and humanities organizations throughout the application period.
- **Deadline: Sept. 14** Received 226 applications. [103 organizations; 123 artists/scholars]
- **Oct. 9 – 16** Quality check review of eligibility and award recommendations by AHC MC and County Council staff.
- **Oct. 19 – 30** Notification of emergency grant award levels with disbursement registration instructions via online platform, Bill.com.
- **Oct. 27** [Council introduces \\$334,500 special appropriation](#) for additional arts and humanities emergency relief funding
- **Oct. 30** Host online meeting to brief arts community on application review process, notifications, disbursement process requirements, funding levels, legislative updates and answer applicant questions.
- **Nov. 9 – 13 [upcoming]** Host 1:1 20-minute meetings with ineligible applicants to discuss eligibility criteria, answer questions and provide information on additional funding resources.
- **Nov. 10** Council Public Hearing/Action scheduled on \$334,500 special appropriation.

Packet Attachments:

Circle #

October 30, 2020 Arts & Humanities COVID-19 Relief Fund Virtual Briefing
Presentation Slides

© 1-9

[October 27, 2020 Press Release: Council introduces \\$334,500 special appropriation
for additional arts and humanities emergency relief funding](#)

© 10

[Special Appropriation to the Fiscal Year 2021 Operating Budget, Montgomery
County Government, Arts and Humanities Council of Montgomery County \(AHCMC\)
Non-Departmental Account, Arts COVID-19 Relief Fund, \\$334,500
\(Source of Funds: Federal Grant Funds\)](#)

© 11-15

[Arts & Humanities COVID-19 Relief Fund Organization Guidelines](#)

© 16-18

[Arts & Humanities COVID-19 Relief Fund Individual Artist & Scholar Guidelines](#)

© 19-22

VOTE BY DROPBOX

Must be dropped off by Tues, Nov 3 → 8 PM

<https://www.montgomerycountymd.gov/Elections/dropbox.html>

EARLY VOTING HAS STARTED

Friday, Oct 30 to Monday, Nov 2

7:00 am - 8:00 pm

Text 77788 → EV Zipcode

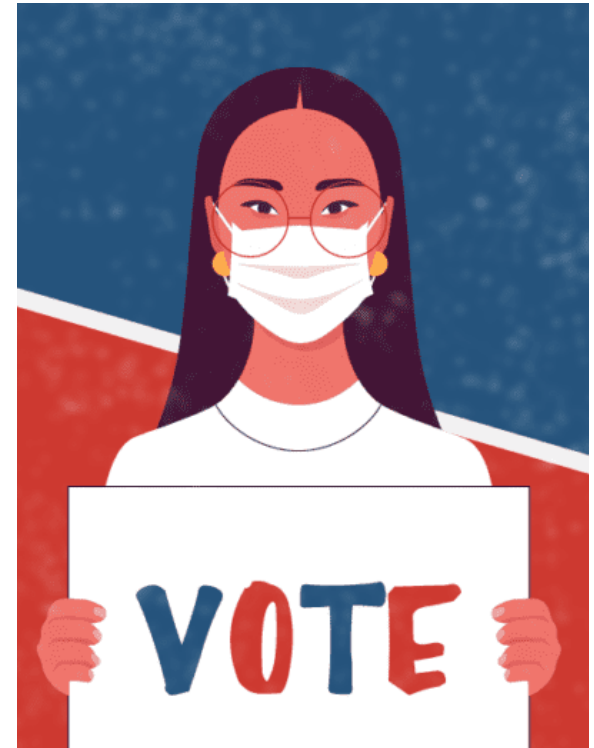
<https://www.montgomerycountymd.gov/Elections/earlyvoting/index.html>

ELECTION DAY

Tuesday, Nov 3

7:00 am - 8:00 pm

<https://www.montgomerycountymd.gov/Elections/VotingServices/vote-centers-2020.html>

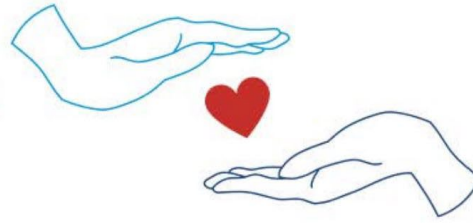


777vote.org

COVID-19 RELIEF FUND



arts & humanities
council of montgomery county



- Grant notifications emails have been sent.
- 25% of org and 60% of artist/scholar applicants were new to AHCMC.
- 90% of orgs and 80% of artists/scholars deemed eligible.
- Council introduced additional funds on 10/27 → public hearing/action 11/10.
- Follow instructions to register for Bill.com to speed timing of funds disbursement.

But Suzan & Carolyn, why was I not eligible for these grant funds??

- Unallowable use of funds indicated in application.
- Does not operate as a nonprofit or have a board.
- Not identified as having an arts mission.
- Residency/location not in County.
- Unable to confirm income is derived from artistic work.

P.S. Schedule a meeting!

Relief Grant Awards: Arts & Humanities Organizations

Pre-COVID-19 Organizational Budget Range	91% Min Relief Grant Award	Minimum Relief Grant Award
Without 501(c)(3)	\$2,279.29	\$2,500
Under \$24K	\$2,735.15	\$3,000
\$25K < \$49K	\$4,558.58	\$5,000
\$50K < \$99K	\$9,117.15	\$10,000
\$100K < \$249K	\$15,955.02	\$17,500
\$250K < \$499K	\$27,807.32	\$30,500
\$500K < \$999K	\$54,702.93	\$60,000
\$1M < \$2.9M	\$77,495.82	\$85,000
Over \$3M	\$91,171.55	\$100,000

Relief Grant Awards: Arts & Humanities Organizations

Pre-COVID-19 Organizational Budget Range	AHCMC Grantees	New to AHCMC	Total
Without 501(c)(3)	0	1	1
Under \$24K	6	4	10
\$25K < \$49K	3	8	11
\$50K < \$99K	7	3	10
\$100K < \$249K	18	3	21
\$250K < \$499K	11	0	11
\$500K < \$999K	8	0	8
\$1M < \$2.9M	11	1	12
Over \$3M	7	2	9
	71	22	93

Relief Grant Awards: Artists and Scholars

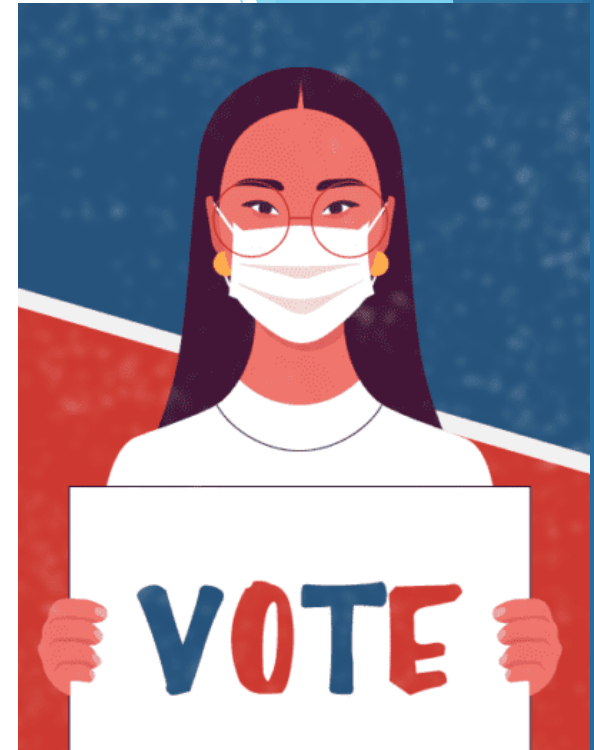
- \$2,551.02 awarded each artist/scholar
 - Max award grant \$3,000
- 98 eligible applicants
 - ❖ Projected ~167 to 250
- 47% BIPOC artist/scholar applicants
 - ❖ 9% Latinx
- 25% visual arts applicants
 - ❖ 2% folk & traditional arts/storytelling

Schedule a Nov meeting:

<https://calendly.com/mocogrants/eligibility>

Get on Arts and Grants listserves:

<https://www.creativemoco.com/find-opportunities/newsletters/>



777vote.org





Council introduces \$334,500 special appropriation for additional arts and humanities emergency relief funding

For Immediate Release: Tuesday, October 27, 2020

Funding will total \$3,584,500 to ensure eligible arts organizations and artists receive equitable grant funding levels

ROCKVILLE, Md., October 27, 2020—Spearheaded by Councilmember Craig Rice and Councilmember Evan Glass, the Council introduced a special appropriation supported by all of the Councilmembers for additional arts and humanities emergency relief funding of \$334,500. This brings the total amount of emergency assistance funding appropriated for the arts sector to \$3,584,500. This additional funding ensures that all eligible arts and humanities organizations and eligible artists and scholars who applied to the Arts and Humanities COVID-19 Relief Fund will receive equitable grant funding levels.

“In July, we passed a resolution providing critical grant funding for our arts community in response to the devastating financial losses suffered as a result of this pandemic on this important economic sector of our county,” said Councilmember Craig Rice. “The increase in number of folks who applied for these grants underscores the tremendous need out there, and we have to ensure that equitable funding is available to help them with their most urgent financial needs.”

“From the BlackRock Center for the Arts in Germantown to the Black Box Theater in Silver Spring and to all artists and venues in between, our once vibrant arts scene has been hit the hardest during this pandemic,” Councilmember Evan Glass said. “To ensure that the arts and humanities sector will one day be able to raise their curtains, we need to continue providing support. I was proud to partner with Councilmember Rice in leading the \$3.25 million supplemental in July and am again proud to provide this additional funding to help artists large and small.”

In July 2020, the Council approved a [special appropriation via Resolution 19-522 to create an Arts & Humanities COVID-19 Relief Fund](#) with \$3 million designated for eligible arts and humanities organizations and \$250,000 designated for eligible artists and scholars. The Arts and Humanities Council of Montgomery County (AHCMC) executed the application process and reported that applications for funding exceeded expectations, with 25 percent of eligible arts and humanities organizations and 60 percent of eligible artists and scholars being first-time recipients of arts grants from AHCMC.

AHCMC’s September 2020 survey of the arts and humanities sector in Montgomery County showed a greater negative impact from the COVID-19 pandemic than originally predicted, with \$32.8 million in lost revenue and \$9.3 million lost in philanthropic contributions reported. The additional funding from this special appropriation will provide an additional financial lifeline to arts and humanities organizations, artists and scholars.

The Council staff report with more information can be viewed [here](#).

#

Release ID: 20-422

Media Contact: Sharon Ledner 240-777-7951

Committee: Education & Culture
Committee Review: At a future date
Staff: Carolyn Chen, Legislative Analyst *CJC*
Purpose: To introduce agenda item – no vote expected
Keywords: #Coronavirus, #COVID-19, #arts

AGENDA ITEM #2D
October 27, 2020
Introduction

SUBJECT

Special Appropriation to the Fiscal Year 2021 Operating Budget, Montgomery County Government, Arts and Humanities Council of Montgomery County (AHCMC) Non-Departmental Account, Arts COVID-19 Relief Fund, \$334,500 (Source of Funds: Federal Grant Funds)

EXPECTED ATTENDEES

None

COUNCIL DECISION POINTS & COMMITTEE RECOMMENDATION

None

DESCRIPTION/ISSUE

The Montgomery County Council will introduce a Special Appropriation to the Fiscal Year 2021 Operating Budget Arts and Humanities Council of Montgomery County Non-Departmental Account, Arts COVID-19 Relief Funds, \$334,500 (Source of Funds: Federal Grant Funds).

Education & Culture Committee tentatively scheduled for November 2, 2020 and Public Hearing/Action is scheduled for November 10, 2020.

SUMMARY OF KEY DISCUSSION POINTS

- On July 7, 2020, the County Council approved a [special appropriation via Resolution 19-522](#) to create an Arts COVID-19 Relief Fund with \$3,000,000 designated for eligible arts and humanities organizations and \$250,000 designated for eligible artists and scholars.
- The Arts and Humanities Council of Montgomery County (AHCMC) executed the Arts and Humanities COVID-19 Relief Fund grant process in August 2020 with a deadline of September 14, 2020. AHCMC staff conducted an eligibility review and reported that the number of applicants not currently in AHCMC's portfolio exceeded expectations and projections. 25% of eligible arts and humanities organizations and 60% of eligible artists and scholars that applied were new to AHCMC and had not been previously funded by AHCMC arts grants.
- This special appropriation is needed to provide additional emergency grant funding to the Arts and Humanities COVID-19 Relief Fund so that all eligible organizations and individuals will receive equitable grant funding levels. The County will seek reimbursement from the federal and state government for any eligible costs. The Source of Funds is Federal Grant Funds.

This report contains:

Special Appropriation Resolution

© 1-3

Alternative format requests for people with disabilities. If you need assistance accessing this report you may [submit alternative format requests](#) to the ADA Compliance Manager. The ADA Compliance Manager can also be reached at 240-777-6197 (TTY 240-777-6196) or at adacompliance@montgomerycountymd.gov

Resolution No.: _____
Introduced: October 27, 2020
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

Lead sponsors: Councilmember Rice and Councilmember Glass

SUBJECT: Special Appropriation to the Fiscal Year 2021 Operating Budget Arts and Humanities Council of Montgomery County Non-Departmental Account, Arts COVID-19 Relief Funds, \$334,500 (Source of Funds: Federal Grant Funds)

Background

1. Section 308 of the County Charter provides that a special appropriation is an appropriation which states that it is necessary to meet an unforeseen disaster or other emergency, or to act without delay in the public interest. Each special appropriation shall be approved by not less than six Councilmembers. The Council may approve a special appropriation at any time after public notice by news release. Each special appropriation shall specify the source of funds to finance it.
2. On March 11, 2020 the World Health Organization declared coronavirus COVID-19 a pandemic and it has spread rapidly throughout the world. As of October 19, 2020, there were 24,395 confirmed cases and 820 confirmed deaths in Montgomery County. To slow the spread of the disease, Maryland Governor Hogan declared a State of Emergency and issued several Executive Orders with actions that include, limiting the number of people that can gather, which included delaying the reopening of arts and humanities venues.
3. Nationwide, the continued efforts to contain the spread of the disease and the disease itself has had a disproportionate negative economic impact to the arts and humanities sector. Compared to surrounding jurisdictions, Montgomery County's arts and humanities sector has experienced the highest loss in revenue due to canceled performances, exhibitions and events and according to a survey conducted by the Arts and Humanities Council of Montgomery County in September 2020, the negative impact to the arts and humanities organizations is 300% greater than originally predicted in April 2020 with \$32.8 million in lost revenue and \$9.3 million in lost philanthropic contributions.
4. Nationwide, creative class professionals are the leading workforce most severely impacted by the COVID-19 pandemic. In an April 2020 survey conducted by the Arts and Humanities Council of Montgomery County (AHCMC), 100% of local arts and

humanities organizations reported cancelling, suspending or delaying contracts for independent artists, scholars and educators that organizations can no longer afford to employ. Additionally, creative class professionals have reported difficulty accessing and/or qualifying for federal and state COVID-19 relief programs, including food programs, unemployment benefits, medical insurance and housing assistance. As of September 2020, individual artists and scholars have reported \$1.8 million in aggregate financial impact.

5. On July 7, 2020, the County Council approved a special appropriation via Resolution 19-522 to create an Arts COVID-19 Relief Fund to provide grants to arts and humanities organizations and individual artists and scholars and the flexibility to use the funds for urgent needs, including supporting day-to-day operating costs and furthering the general mission or work. \$3,000,000 was designated for eligible arts and humanities organizations and \$250,000 was designated for eligible artists and scholars.
6. As Montgomery County's designated local arts agency with the institutional knowledge of the arts and humanities landscape in Montgomery County and financial and reporting structures in place for grantmaking, the Arts and Humanities Council of Montgomery County (AHC MC) executed the Arts and Humanities COVID-19 Relief Fund grant process in August 2020 with a deadline of September 14, 2020. AHC MC staff conducted an eligibility review and reported that the number of applicants not currently in AHC MC's portfolio exceeded expectations and projections. 25% of eligible arts and humanities organizations and 60% of eligible artists and scholars that applied were new to AHC MC and had not been previously funded by AHC MC arts grants.
7. A FY21 Operating Budget special appropriation is requested for the Arts and Humanities Council of Montgomery County (AHC MC) Non-Departmental Account:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
\$0	\$334,500	\$334,500	Federal Grant Funds

8. This special appropriation is needed to provide additional emergency grant funding to the Arts and Humanities COVID-19 Relief Fund so that all eligible organizations and individuals will receive equitable grant funding levels. The County will seek reimbursement from the federal and state government for any eligible costs. The Source of Funds is Federal Grant Funds.
9. Notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

A special appropriation to the FY21 Operating Budget of the Montgomery County Government, Arts and Humanities Council of Montgomery County (AHCMC) Non-Departmental Account is approved as follows:

<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Total</u>	<u>Source of Funds</u>
\$0	\$334,500	\$334,500	Federal Grant Funds

These funds are needed to provide additional emergency grant funding to the Arts and Humanities COVID-19 Relief Fund so that all eligible organizations and individuals will receive equitable grant funding levels. The Arts and Humanities Council of Montgomery County (AHCMC) must use \$44,000 for individual artist emergency relief in the form of mini-grants up to \$3,000 and \$290,500 for general operating support COVID-19 emergency relief grants to arts and humanities organizations up to \$100,000.

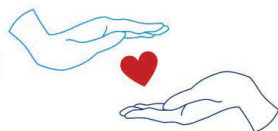
This appropriation is needed to address a public health emergency and to act without delay in the public interest.

This is a correct copy of Council action.

Selena Mendy Singleton, Esq.
Clerk of the Council

ARTS & HUMANITIES

COVID-19 RELIEF FUND



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.*

801 Ellsworth Drive, Silver Spring, MD 20910
(301) 565-3805
www.creativemoco.com

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](#).

Table of Contents

Introduction.....	3
Purpose.....	3
Eligibility Requirements.....	3
Budget Eligibility Requirements.....	4
Limitations.....	4
Application Review Process.....	4
Disbursement.....	4
Return of Funds.....	5
COVID-19 Relief Fund Agreement and Reporting.....	5
Online Application Process.....	5
Application Assistance.....	6

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:

- | | |
|--|---------------------------|
| • 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

AHC MC staff will review applications for eligibility and completeness in collaboration with Montgomery County Government staff.

Disbursement

Payments will be made in one installment once AHC MC 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://www.culture-spot-mc.com), AHCMC's online calendar.

The Online Application Process

Applications must be submitted online on the AHCMC [FluidReview](https://artsandhumanities.fluidreview.com) 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](https://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.**

SUBMISSION DETAILS

APPLICATION DEADLINE: September 14, 2020 – 11:59 p.m.

Funding notifications will occur in October 2020.

All applications and materials must be submitted online at [http://artsandhumanities.fluidreview.com](https://artsandhumanities.fluidreview.com).

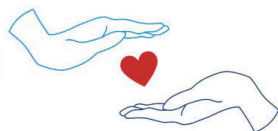
Questions?

Karen Judson, Grants Program Manager
(301) 565-3804, or Karen.Judson@creativemoco.com

Ana-Alicia Feng, Grants Program Coordinator
(301) 565-3805 ext. 21, or AnaAlicia.Feng@creativemoco.com

ARTS & HUMANITIES

COVID-19 RELIEF FUND



ARTS & HUMANITIES COVID-19 RELIEF FUND GUIDELINES for Individual Artists & Scholars

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.*

801 Ellsworth Drive, Silver Spring, MD 20910
(301) 565-3805
www.creativemoco.com

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 the 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](#).

Table of Contents

Introduction.....	3
Purpose.....	3
Eligibility Requirements.....	3
Eligible Disciplines.....	4
Limitations.....	5
Application Review Process.....	5
Disbursement.....	5
Return of Funds.....	5
COVID-19 Relief Fund Agreement and Reporting.....	6
Online Application Process.....	6
Application Assistance.....	7

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 the work of individual artists and scholars who work in a wide array of arts disciplines including performing arts, folk and traditional arts, media arts, visual arts, literary arts, as well as humanities disciplines including history and philosophy.

Purpose

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

- Support the creation and production of new work by providing emergency funding to support vital costs;
- Provide artists and scholars with opportunities that strengthen their business, managerial, and artistic and/or scholarly skills despite the abnormal circumstances and financial detriment caused by COVID-19/coronavirus;
- Nurture artists and scholars who represent the diverse, multicultural character of Montgomery County during a pandemic;
- Support innovative and distinctive artistic and scholarly work by the County's resident artists and scholars; and
- Encourage the use of intentional strategies for achieving equity, diversity, inclusion, and access in the field during a pandemic.

Eligibility Requirements for Individual Artists/Scholars

An individual is eligible to apply for *Arts & Humanities COVID-19 Relief Funds* if the applicant can demonstrate that they have met all the following criteria **by the published deadline**:

- Is a practicing artist and/or scholar with demonstrated ability in the arts or humanities;
 - May be requested to produce evidence of a professional body of work;
- Has resided in the County for **at least 12-consecutive months** immediately prior to the application submission deadline; and
- Is currently experiencing economic duress due to COVID-19.

IMPORTANT

- **This funding opportunity is designed to benefit individual artists and scholars, not groups.**
- **AHC MC will not make payments to fiscal sponsors.**
- An applicant is eligible for funding if relief funds will effectively advance the applicant's artistic or scholarly work and/or advance the applicant's business and management skills.
- **Activities that are open to the public must take place in Montgomery County.**
- An artist/scholar who is an employee of an arts/humanities organization will be considered an eligible applicant for this funding opportunity, provided that funds received are not provided to the organization. For example, the applicant may apply to develop a new piece of work unrelated to the work of their employer.

Eligible Disciplines

Artists/scholars may work in any of, or a combination of, the following disciplines:

- Dance includes choreography or performance, whether in a historically recognized or a contemporary style.
- Folk and Traditional Arts includes artistic expressions grounded in a common ethnic heritage, shared language, religion or occupation. These are artistic traditions passed on from generation to generation often within families and communities through observation, oral transmission, practice, and from master to apprentice.
- Historical, Critical or Theoretical Approaches to the Arts includes work that reflects upon and analyzes creative processes and/or specific works, such as a performance, exhibit or piece of art.
- History or Social Sciences includes research, study and writing in the areas of human social, political or cultural development, civics, and work that shares historical or social sciences information or activities with the community.
- Languages, Linguistics, and Literary Analysis includes the study or analysis of how we communicate and how our ideas and thoughts are expressed and interpreted, and the analysis or study of a specific aspect or work of literature.
- Media Arts includes electronic, technology-based work suited to mass media communication and presentation used within an artistic medium. Any genre in film, video, audio, or computer-based art production and/or distribution is included, and a selected component of a long-term project will be considered if it meets the other requirements of the guidelines.
- Music includes the performance, creation, recording, and distribution of original music from any genre, or of historically recognized musical compositions and/or styles.
- Philosophy, Ethics or Comparative Religion includes research or study of theories about the purpose of life, how moral and ethical standards arise in society, and the reasons for our thoughts and actions.
- Storytelling includes spoken word performances, in particular the interactive style of using words and actions and other effects to reveal the elements and images of a story while encouraging the listener's imagination.
- Theater includes the creation, production, and/or performance of original contemporary or historically recognized theater and musical theater works.
- Writing includes the creation, presentation, and distribution of materials that are literary in nature; and publications, readings and compilations of original poetry, fiction, non-fiction, creative non-fiction, screenplays and play scripts.

- Visual Art includes the creation, production, and/or exhibition of visual art as the primary focus. Objects, installations, site-specific or gallery-oriented works of art within any area of the visual arts are also included, as are curatorial projects and/or projects that expand the context of traditional or contemporary works of art.
- Design, which encompasses many disciplines including, but not limited to, architecture, communications and graphic design, fashion design, historic preservation, industrial and product design, interior design, landscape architecture, social impact design, rural design, and urban design (please note this does not include capital campaigns, construction costs, the purchase or leasing of sites).
- Presenting and/or Multidisciplinary Works incorporate multiple disciplines, combine, and/or integrate art forms, explore boundaries between art disciplines, fuse or transcend disciplines, and look to new forms of expression. Projects can be multi- or cross-disciplinary in nature and may include work from the performing, visual, media, design, literary arts, and/or humanities.

Limitations

Arts & Humanities COVID-19 Relief Funds for Individual Artists & Scholars will not fund:

- Capital improvements, construction, or renovation projects;
- Fundraising activities;
- The costs of receptions, refreshments, or food for a public event;
- Purchase of property;
- Debt retirement;
- Scholarships, awards, or tuition assistance;
- Political advocacy or activities that support and/or promote the interests of any one political party or candidate; and
- 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 funds if it is not possible to implement the as described in the Arts & Humanities COVID-19 Relief Fund Agreement. **Please contact Grants Program staff before 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, the recipient must sign an Arts & Humanities COVID-19 Relief Fund Agreement with AHCMC stating that the recipient 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 residence 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-mc.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.**

SUBMISSION DETAILS

APPLICATION DEADLINE: September 14, 2020 – 11:59 p.m.

Funding notifications will occur in October 2020.

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

Ana-Alicia Feng, Grants Program Coordinator
(301) 565-3805 ext. 21, or AnaAlicia.Feng@creativemoco.com