2020 COVID-19 Bridge Fund for Arts Organizations - Grant Guidelines

DEADLINE: Apply when ready

The COVID-19 Bridge Fund for Arts Organizations was developed to provide operational relief for arts organizations that exist in and/or serve the communities of Kalamazoo County. Attention is paid, and weight is given, to the demonstration of financial need, overall organization impact to the community, and demonstration of business plan for future success.

<table>
<thead>
<tr>
<th>Grant Category</th>
<th>Description</th>
<th>Maximum Ask</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>Emergency Operational Funding</td>
<td>Emergency funding to be used for operations as needed</td>
<td>$10,000.00</td>
<td>Survey to be completed 6 months after receipt of grant to assess impact</td>
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Eligibility

- Funding priority will go to arts organizations who provide services in Kalamazoo County
- Must be a non-profit arts organization
- COVID-19 Bridge Funds will only be granted once per organization.
- Fiscal Sponsorship relationships will not be considered for this grant program.
- Applicants with unmet obligations on prior grants (of any program administered by the Arts Council), i.e., late or incomplete projects or final reports, may not apply without prior written permission
- Must agree to and attend non-profit business best practices/sustainability workshop provided by Arts Council of Greater Kalamazoo in conjunction with ONEPlace @KPL.

Review Criteria

Applications are scored up to a total of 100 points, using the following criteria:

- **Organizational Description** – Is there a clear sense of who this organization is, what services/programming they provide to the community, and how many people they employ an annual basis? (25 pts)
- **COVID-19 Implications** – Is there a clear understanding of the events, services, and programming that have been affected by COVID-19, the lost revenue from these affected services, and the overall impact to the community because of the disruption in business? Is there an accurate accounting of the number of employees/contractors also affected by the disruption? (30 pts)
- **Recovery Plan** – Is there an honest and open explanation of where this organization currently stands in their recovery planning? Is it clear what stakeholders are involved on this planning? Is there an explanation of other funding sought, creative solutions, and lessons learned to implement moving forward? (20 pts)
- **Budget** – Are all four documents present, clear and understandable? Does the budget confirm the statements in the narrative? (25 points)

Restrictions

The COVID-19 Emergency Relief Fund grant program does not fund the following:

- Activities for Academic Credit Toward a Degree
- Fiscal Sponsorship Relationships
- New Initiatives/Programs
- Capital Expenses*
- Fundraisers
- Food/Beverages for Receptions

*Equipment/items having a useful life of more than one year. Equipment is acceptable provided the equipment purchased is integral and used in the performance or creation of art.*

**Grant Application Instructions**

Applicants must apply using the e-grant system online at [https://kalamazooarts.slideroom.com](https://kalamazooarts.slideroom.com); no other forms of application are accepted. If you have any questions about this system or any of its parts, please contact the Arts Council at 269.342.5059 during business hours (9a-5p Monday-Friday).

**ACGK Members can apply free of charge, non-members can apply for a $25 application fee.**

Before submitting, please be sure that all required attachments are included in the proper locations, and in the proper format. **Also, please update your Slideroom account information – this will become the contact information we use to correspond with you. Incomplete or incorrect account information may result in a disqualified application.** The following information will be requested in your application:

**INTRODUCTION:**
- Title of your Organization
- One sentence describing the emergency relief need
- The dates of your Fiscal Year
- Website
- Confirmation of current ACGK membership (if applicable)
- Amount requested ($10,000 maximum)

**NARRATIVE:** In a maximum of three (3) pages, describe your proposal. You will be asked to upload this information as a PDF. Expand on who, what, where, when, why, how long and how much. Be as specific as possible, including dates, amounts, community partners, etc.

- **Brief Organizational Description** - Please include your vision, mission, and values, as well as the activities (timelines are helpful) that you normally carry out to fulfill your organization’s mission and vision. Also include how many people you employ in each of these categories – full-time, part-time, and contracted.

- **COVID-19 implications** - Describe the activities, or capacity that has been affected by COVID-19 for your organization. Please include any layoffs, canceled events, and loss of income due to the business disruption. Please do not forget to include how many employees have been affected, as well as how many community members (estimates are okay). This might be volunteers, audience members, board members, and business partners. Also please indicate if the activities are canceled, rescheduled, or will replace future programming not yet planned.

- **Recovery Plan** - Please describe briefly how this funding will be used to aid in your recovery, and your future plans to create financial stability and sustainability. Please what if any stakeholders will be involved in this discussion. Include any other loans or grants that you have applied for and if you have been declined, please describe why. Discuss any creative solutions that your organization has implemented to defray the losses of the pandemic. And please describe any lessons learned that will change the way you do business moving forward.

**BUDGET:** Please provide the following in PDF format

- A list of all uncovered expenses/debt incurred from January 15 – May 15, 2020
- A 6-month revenue and expense projection (Please include the details of sources of income labeling them as pending or confirmed)
- Most recent board approved statement of activities (operating statement), and statement of financial position (balance sheet)
- Your last board-approved financial audit or 990
SUPPLEMENTAL INFORMATION: A list of current board members is required. All other supplemental information is suggested but not required. Supplemental information can be uploaded in the attachments or media section of the application depending on the nature of the information.

Examples of recommended attachments are:
- Marketing/Promotional materials for canceled/rescheduled events
- Photos/Media of past programming similar to programming that has been canceled
- Copy of your most current strategic plan

Questions? Please contact the Arts Council of Greater Kalamazoo

Kristen Chesak
Executive Director
Office: (269) 342-5059
KChesak@kalamazooarts.org | www.kalamazooarts.org
359 S. Kalamazoo Mall, Suite 203 | Kalamazoo, MI 49007