

# TAMARACK FOUNDATION FOR THE ARTS

## PANDEMIC RELIEF MINI-GRANT PROGRAM GUIDELINES

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Tamarack Foundation for the Arts (TFA) strives to be the WV leaders in providing artistic professional development opportunities for creatives and cultivating positive effects on communities to develop a stronger economy for all. TFA raises awareness of the outstanding quality of art produced in WV and advocates for a sustainable creative workers class that enhances both economic opportunity for artists and the quality of life in WV communities.

The Pandemic Relief Mini-grant Program is intended to support individual artists and nonprofit arts-supportive organizations as our state continues to recover from the devastating economic impacts of the COVID-19 pandemic. Eligible 501c3 nonprofit organizations can request operating support. Individual artists can propose a project that has a community arts component.

The Pandemic Relief Mini-grant program service area includes the following counties:

- Braxton
- Boone
- Clay
- Lincoln
- Logan
- McDowell
- Mercer
- Mingo
- Nicholas
- Wayne
- Webster
- Wyoming

### NOTICE OF FEDERAL FUNDS

Tamarack Foundation for the Arts is the awardee of National Endowment for the Arts funds to be used for subgranting, or redistributing funds, through this mini-grant program. National Endowment for the Arts funds are Federal funds. The TFA Pandemic Relief Mini-grant funds are subawards of this NEA Federal Award, and one hundred percent of the subawards are made from this Federal Award; no part of the subawards come from matching funds.

Grant funds may not pay for costs supported by any other federal funding. This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity. NO DOUBLE-BILLING of the SAME COSTS to different federal sources of funding.

## **ELIGIBILITY**

Applicants must meet the following requirements to be eligible for funding:

### *Organizations*

- Only 501c3 nonprofit organizations, units of state or local government, institutions of higher education, or Federally-recognized Indian tribal governments are eligible to receive funds; must be a 501c3 nonprofit organization that has an arts-based mission OR a 501c3 nonprofit organization that is arts-supportive and can provide proof of community arts programming prior to the pandemic.
- Applicants cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding; must self-identify within the application.
- Must currently be based in and/or providing services within the mini-grant service area.
- Fiscal sponsorship is not permitted.

### *Individual Artists*

- Must provide an artist bio and statement.
- Must have a letter of commitment from two community partners that support the project.
- Applicants cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding; must self-identify within the application.
- Must currently be based in and/or providing services within the mini-grant service area.

## **ALLOWABLE COSTS**

### *Organizations*

TFA Pandemic Relief Mini-grants may be awarded to eligible subgrantee organizations for any or all of the following costs:

- Salary support, full or partial, for one or more staff positions
- Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of your organization's day to day operations
- Facilities costs such as mortgage principal, rent, and utilities
- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.)
- Marketing and promotion costs

TFA Pandemic Relief Mini-grant funds may be used by an organization to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic.

Mini-grants cannot be awarded to organizations with a fiscal sponsor.

Note: TFA is not looking for applications from arts-focused organizations only. TFA encourages organizations that support arts within underserved populations to apply as long as they have a track record of providing arts programming prior to the pandemic. Examples of possible

organizations that provide arts programming are, but not limited to, senior centers, afterschool/summer programs, and community centers.

See “Unallowable Costs” in Appendix A.

### *Individual Artists*

TFA Pandemic Relief Mini-grants may be awarded to individual artists for the artist fees/stipends to support the services they provide for specific programs and activities, such as

- Providing presentations
- Facilitating workshops
- Conducting research
- Creation of artwork with tangible outcomes

This is considered a stipend to the artist for the work undertaken and completed consistent with the programmatic objectives of TFA.

See “Unallowable Costs” in Appendix A.

## **MINI-GRANT APPLICATION PROCESS**

Grant Amount:           \$7,500 (Partial grants will not be awarded.)

Match:                    No match required.

Service Area:           Braxton, Boone, Clay, Lincoln, Logan, McDowell, Mercer, Mingo, Nicholas, Wayne, Webster, Wyoming

Application Open:       Aug 1, 2022

Submission Close:      Rolling submission until Oct 31 22, 2022 @ 11:59 pm OR until funds are depleted; submissions will be reviewed on a monthly basis.

Announcement  
of Award:                Applicants will be notified within four to six weeks of the final submission.

Apply online:           <https://tamarackfoundation.org/grants/>

### ***Accessibility***

Upon request, TFA will provide paper copies and/or assist with the completion of the application if barriers exist, including, but not limited to, challenges related to disability, challenges with

access to reliable internet, and inexperience with applying for grant funding. Please email Domenica at [dqueen@tamarackfoundation.org](mailto:dqueen@tamarackfoundation.org) with any accessibility concerns or call and leave a message at 304-926-3770.

### ***Technical Assistance Support and Requirements***

This regrating program is designed to offer ample technical assistance to applicants and to those receiving funds.

- **Mini-grant Technical Assistance Video:** Applicants will be asked to view, listen to, or read transcripts of a short technical assistance video as part of the application process. Videoe link
- **One on One Session with TFA staff:** Applicants have the opportunity to schedule an optional one on one check in with TFA staff prior to submitting the initial application. If interested in participating in a one on one check in with TFA staff before submitting an application, please contact Domenica Queen at [dqueen@tamarackfoundation.org](mailto:dqueen@tamarackfoundation.org).
- **Required Check-in with TFA staff:** TFA staff have reserved time to review grant applications before they are submitted to the final review panel. All applicants will be required to participate in one-30 min phone/zoom call with TFA staff during this time period. This will give TFA the opportunity to learn about applicants and their proposed projects and, if needed, assist applicants with suggestions for improvements to their application to make it stronger.

### **REVIEW PROCESS AND CRITERIA**

TFA is offering ample TA opportunities to applicants prior to the final submission deadline. Applications submitted after deadlines will not be considered.

During the initial review process, prior to the final submission, TFA staff will assess applications for eligibility and completeness. TFA staff will provide feedback to applicants and offer the opportunity for applicants to improve and resubmit applications. After the final submission deadline, TFA staff will assess applications for completeness. Any applications that are ineligible or incomplete will not be considered for final review by the review panel.

A volunteer review panel will assess all applications and make funding recommendations to TFA. Grant applications will be reviewed and evaluated by a panel of community volunteers with diverse backgrounds, experience and relevant expertise, but may not have direct knowledge of every applicant. Applications that demonstrate artistic merit, artistic excellence, need, fiscal responsibility, and accessibility, that bring arts to underserved populations, and demonstrate low risk of non compliance with terms and conditions of the grant will receive the highest scores.

When crafting responses for the recovery grant application narrative, please keep the following grant review criteria in mind, which the review panel will apply during the review process.

#### *Artistic Excellence*

- Demonstrate how the programs represent meaningful arts experiences for the community served
- Show how organization ensures that the artists and/or arts instructors engaged in delivering programs will create meaningful arts experiences of the highest caliber for the community.

#### *Artistic Merit*

- Describe the community the organization serves
- Clearly explain how the work of your organization benefits the community identified
- Explain how the organization will actively engage underserved audiences
- Detail the ways in which the organization will ensure that people with disabilities can participate in and benefit from its programs
- Fiscal and Organizational Stability (Review of Risk)
- Demonstrate financial and administrative stability through and beyond the COVID-19 pandemic
- Show a complete and engaged board
- Complete, accurate, and clearly communicated grant application and attachments

### **ACCEPTING AN AWARD**

Upon being notified of an Award, all Awardees will be asked to provide an IRS Form W-9 and to complete a document ensuring agreement and compliance with the terms and conditions of this Recovery Grants Program as stated in these Guidelines

### **GRANT FUNDING PERIOD AND REPORTING**

All funding must be used by December 31, 2023. A mid-year progress report will be required. Grant recipients will be expected to complete and submit a final report by December 31, 2023.

All applicants are expected to maintain accounting records and supporting source documents (receipts, payroll records, etc.) for four years from the submission of the TFA's Final Report and agree to provide copies of those source documents to TFA upon request.

### **GRANTEE ACTIVITIES & ENGAGEMENT**

Grant funds must be used for the purpose described in the proposal. Any changes or modifications to the purpose must be reported to TFA in advance. Failure to do so may result in forfeiting funds back to the program.

## **MARKETING**

Acknowledgment of TFA and the National Endowment for the Arts must be made in all published material (printed programs, news releases, websites, virtual programming, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported with funds from this grant. Use TFA and NEA logos where space and format permit. Use the following phrase, **“This project is made possible by support from the Tamarack Foundation for the Arts through a grant from the National Endowment for the Arts.”**

## **APPENDIX A: Unallowable Costs**

The funds from awards granted through this program cannot be used for:

- “Artist relief” programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work
- Alcoholic beverages
- Commercial (for-profit) enterprises or activities, including concessions, food, clothing, artwork, or other items for resale. This includes online or virtual sales/shops
- Construction, purchase, or renovation of facilities
- 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
- Mortgage interest, fines and penalties, bad debt costs, or deficit reduction
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization
- Social activities such as receptions, parties, or galas
- Subawards to replace lost revenue
- Travel costs
- Vehicle purchases
- Visa costs paid to the U.S. government
- Voter registration drives and related activities
- Costs supported by any other federal funding—This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.
- Expenditures related to compensation to foreign nationals when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see:  
<https://www.treasury.gov/about/organizationalstructure/offices/pages/officeofforeignassetcontrol.aspx> . All other costs that are unallowable per 2 CFR 200 and other laws.

## **APPENDIX B: Reporting Requirements**

Final reports will be submitted by awardees via instructions sent by TFA staff and will require qualitative and quantitative descriptions of programming outputs and outcomes, including but not limited to:

- Total Organizational Expenditures from most recent FY (in \$)
- Number of individual artists compensated
- Number of other non-artist individuals compensated
- Number of individual artists hired (I-9 filing, receiving a W-2)
- Number of other non-artist individuals hired (I-9 filing, receiving a W-2)
- Number of adults engaged “in-person”
- Number children/youth engaged “in-person”
- Number of individuals engaged virtually

TFA will request copies of photos, videos, surveys, social media, and news-related materials as part of the final reporting packet.



## **APPENDIX C: National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Project Grant Award**

You must ensure that the funded project is implemented in full accordance with the U.S. Constitution, federal Law, and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination (2 CFR 200.300).

Grant awardees must self-certify to the “Financial Assistance General Certifications and Representations,” including attesting to the accuracy of the certification and acknowledging that you may be subjected to criminal prosecution under Section 1001, Title 18 USC, or civil liability under the False Claims Act if you have misrepresented the information.

**1. Nondiscrimination Policies** As a condition of receipt of Federal financial assistance (the Cultural Equity Grant), you acknowledge and agree to execute your project, and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to [www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance](http://www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance).

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

1.d The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.) 1.e The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local

government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

1.f Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

#### Section 504 - Self-Evaluation and Additional Resources

i. A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities with regard to Section 504 accessibility requirements, the Civil Rights Office has a Section 504 Self Evaluation Workbook available on our website.

ii. You should designate a staff member to serve as a 504 Coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the National Endowment for the Arts upon request. The National Endowment for the Arts may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.

iii. Design for Accessibility: A Cultural Administrator's Handbook provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the National Endowment for the Arts website. If you have questions, contact the Office of Accessibility at [accessibility@arts.gov](mailto:accessibility@arts.gov); (202) 682-5532; fax (202) 682-5715; or TTY (202) 682-5496.

## 2. Environmental and Preservation Policies

**2.a The National Environmental Policy Act of 1969**, as amended, applies to any Federal funds that would support an activity that may have environmental implications. TFA or the National Endowment for the Arts may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, the National Endowment for the Arts will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

**2.b The National Historic Preservation Act of 1966**, as amended, applies to any Federal funds that support activities that have the potential to impact any structure eligible for or on the National Register of Historic Places, adjacent to a structure that is eligible for or on the National Register of Historic Places, or located in a historic district, in accordance with Section 106. This also applies to planning activities that may affect historic properties or districts. TFA or the National Endowment for the Arts will conduct a review of your project activities, as appropriate, to determine the impact of your project activities on the structure or any affected properties. This review must be completed prior to any TFA funds being released. You may be asked to provide additional information on your project to ensure compliance with the Act at any time during your award period (16 USC 470).

### **Other National Policies**

**3. Debarment and Suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR Part 180, as adopted by the National Endowment for the Arts in 2 CFR 3254.10.

There are circumstances under which TFA or the National Endowment for the Arts may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, Tamarack Foundation for the Arts or the National Endowment for the Arts may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

**4. The Drug Free Workplace Act** requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify TFA of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 2 CFR Part 3256).

**5. Lobbying.** You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

5.1 No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913).

5.2 Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

5.3 Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

**6. Davis-Bacon and Related Acts (DBRA)**, as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. Information about the laborers

and projects that fall under DBRA can be found in the U.S. Department of Labor's Compliance Guide at <https://www.dol.gov/agencies/whd/governmentcontracts/construction> . DBRA wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

**7. The Native American Graves Protection and Repatriation Act of 1990** applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

**8. U.S. Constitution Education Program.** Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see [www2.ed.gov/policy/fund/guid/constitutionday](http://www2.ed.gov/policy/fund/guid/constitutionday) and <https://www.loc.gov/extranet/cld/constitution.html>.

**9. Prohibition on use of funds to ACORN** or its subsidiaries. None of the federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).

## **APPENDIX D: SAM.GOV UEI**

Due to the federal origins of this grant (National Endowment for the Arts), all nonprofit organizations must have a Unique Entity Identifier to be eligible for funding.

Organizations without a SAM registration:

- Prior to April 4, 2022: You will need a DUNS number to register with SAM. You will be assigned a UEI as part of the SAM registration process.
- On or after April 4, 2022: You will be assigned a UEI by SAM as part of SAM's registration process. You will no longer need a DUNS number to register with SAM. Go to SAM Entity Registration to get started.

Organizations already registered with SAM:

- A UEI will automatically be assigned to your organization by SAM. The UEI will be visible in your organization's SAM record.
- If you have difficulty locating the UEI, contact SAM at 1-866-606-8221 or see the help section of SAM's website.

When registering/renewing your SAM account, be sure to select "Yes" when completing the "Representations & Certifications" section. All awardees are required to have these representations & certifications in order to receive an award. Your SAM registration must be current at the time a grant is made, and throughout the life of the award.

SAM registrations, once activated, can take a day or more to be visible in Grants.gov. Verify your SAM registration well ahead of the application deadline. The Tamarack Foundation for the Arts does not have access to your SAM account. If you have any questions about or need assistance, contact them directly:

SAM Federal Service Desk: Call 1-866-606-8221 or see the information posted on the SAM website at SAM Help

Learn more at <https://www.arts.gov/grants/applying-for-a-federal-grant-for-the-first-time>.

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