



UNITED WAY OF CENTRAL MARYLAND

**On behalf of the Mayor and the Baltimore City
Mayor's Office of Recovery Programs**

**2024 American Rescue Plan Act (ARPA)
Community Arts Grant
Request for Proposals**

Submission Deadline: Monday, December 18, 2023, 5:00 p.m. EST.

INTRODUCTION

Mayor Scott and the City of Baltimore's Mayor's Office of Recovery Programs are incredibly excited to provide this significant investment of ARPA funds to ensure a diverse range of arts organizations are able to continue thriving. United Way of Central Maryland (United Way) is honored to have the opportunity to support the Mayor's Office of Recovery Programs by administering this 2024 ARPA Community Arts Grant program. It is an opportunity for diverse art organizations, many of whom have been impacted by the COVID-19 pandemic, to receive between \$10,000 to \$500,000 in funding to sustain and expand the work they do to provide high quality art experiences and activities that are accessible to all Baltimore City residents, especially underrepresented and marginalized communities.

Eligible art organizations can apply to sustain existing projects or expand and/or create new art projects that:

- ❖ Ensure art organizations are able to continue to thrive and further advance the richness and diversity of art experiences and art activities in Baltimore City.
- ❖ Promote increased access to arts experiences and activities programming to marginalized/underrepresented individuals/groups.
- ❖ Help organizations maintain a strong and stable arts infrastructure.

Arts organizations selected through this application process will receive funding for the period of **April 1, 2024 – March 31, 2026**. Applications must be submitted through our online grant application portal, CommunityForce. The application portal as well as all application materials can be accessed through our [Nonprofit Funding Page](#).

Application Deadline

The deadline for application submission is **Monday, December 18, 2023, at 5:00 p.m. EST.**

Application Support

2024 ARPA Community Arts Grant Information Session: Monday, November 20, 2023, at 2:00 p.m. – 3:30 p.m. via Zoom. Organizations wishing to apply are strongly encouraged to attend this session.

Registration for the session can be accessed through United Way's [Nonprofit Funding Page](#)

GENERAL APPLICATION INFORMATION

This application is open for all Arts organizations whose primary mission is to create, educate, preserve, and/or present arts or programming in Baltimore City. Arts encompass visual arts (i.e., painting, sculpture, design, photography, printing, mosaic, video, film, mixed media, textiles, etc.), performing arts (i.e., music, theater, dance, spoken word, etc.) and literary arts (i.e., poetry, fiction, non-fiction, etc.) These grant funds are aimed at supporting a diverse portfolio of art producing organizations in the production of on-going, sustainable, high-quality artistic experiences and activities that are accessible to all citizens of Baltimore City.

ELIGIBILITY

United Way will accept applications from arts organizations with **501(c)(3) or other nonprofit IRS designations**, which have a physical location in Baltimore City. United Way will also accept applications from organizations that do not have nonprofit status but are utilizing a Fiscal Agent/Sponsor that does. Organizations that currently receive other funding from United Way or The Mayor's Office and the City of Baltimore are also eligible to apply. **This grant is not intended to support individual artists.**

To be eligible to receive funds through this grant opportunity, organizations must meet all of the following:

- Located within the City of Baltimore.
- Established prior to July 2019.
- Negatively impacted by the COVID-19 pandemic.
- Exist primarily to create, educate, preserve, and/or present arts and/or arts/ cultural programming.
- Produce or present projects or programs that are available to the public.
- Provide evidence that they are in "Good Standing" with the State of Maryland.
- Provide a 501(c)3 Determination Letter from the IRS.
- Have a Unique Entity Identifier (UEI) (formally DUNS) or demonstrate that they have applied for one.
- Have a valid Taxpayer Identification Number (TIN) or Employer Identification Number (EIN).
- May not be a national-owned franchise.
- Demonstrate they have the ability to responsibly manage grant funds.
- Provide your organization's current board-approved annual operating budget which shows the projected revenue and expenses for your organization's current fiscal year.

- Provide the required financial documents, within the past two fiscal years, based on your annual gross income from charitable contributions from that year, as outlined in the chart below, provide up-to-date and accurate financial documents.

Annual Gross Income from Charitable Contributions	Financial Document Required
\$750,000 or more	Financial Audit (Performed by independent auditor)
Between \$300,000 and \$750,000	Financial Review (Performed by independent auditor)
\$300,000 or less	Internal Financial Statement (Form 990 and Profit/Loss Statement)

FUNDING PRIORITIES

- Organizations who have not received prior funding for arts programs from the City of Baltimore in the prior fiscal year.
- Organizations that are led by Black, Indigenous or People of Color (BIPOC).
- Organizations that primarily serve minority and/or marginalized communities in Baltimore City.
- Organizations that provide arts programming that promote cultural diversity, inclusivity, and social impact.
- Organizations with a demonstrated ability to collaborate with community partners and engage diverse audiences.

ELIGIBLE ACTIVITIES

Funding will be awarded for the following Project types:

- **Capital Projects**
 - Small capital improvements or purchases of permanent equipment for an organization’s venue/facility.
- **Project/Operating Support**
 - Expenses directly related to sustaining/expanding arts programming including but not limited to personnel, artistic materials and supplies, production costs, equipment purchase or rental, marketing, and promotional efforts.

INELIGIBLE ACTIVITIES

United Way will not provide funding to organizations that discriminate with regard to race, color, religion, national origin, gender, sexual orientation, gender identity / expression, age, ancestry, marital status or disability. In addition, applications requesting support for the following will not be considered:

- Religious activities (religious organizations may apply for funding for non-sectarian activities)
- Lobbying activities

ELIGIBLE COSTS

The uses of funds are restricted to the following.

- Artistic production and presentation expenses, including artist fees, materials, equipment, and technical support.
- Marketing and promotional activities to increase public awareness and accessibility to arts programs.
- Capacity-building initiatives, professional development, and training for arts organizations.
- Collaborative projects that encourage cross-disciplinary and cross-culture artistic collaborations
- Capital improvements or purchases of permanent equipment for an organization's venue/facility.
- Administrative costs up to 10% of the total modified direct cost.
- Technical assistance linked to grant activity.

INELIGIBLE COSTS

- Debt service payments.
- Rent or mortgage payments for home-based businesses.
- Legal settlements or judgements.
- Costs reimbursed by other funding sources.
- Deposits into pension or retirement funds.
- Deposits to financial reserves.

AWARD PARAMETERS

Project/Operating Support

For Project/Operating requests, the minimum total grant request is \$10,000 and the maximum total request is \$500,000. Applicant organizations may apply for funding that is **equal to or**

less than 1/3 of the organization’s current annual operating budget—not to exceed the maximum request amount. Please note:

- 1) The allowed request amount is based on the applicant organization’s annual operating budget, not that of their fiscal agent, if they are using one.
- 2) If 1/3 of the applicant organization’s annual operating budget is less than \$10,000 (the stated minimum request, the organization may apply for \$10,000.)

Examples:

Annual Operating Budget	Minimum Request	Maximum Request
\$25,000	\$10,000	\$10,000
\$450,000	\$10,000	\$150,000
\$2,000,000	\$10,000	\$500,000

Capital Projects

As stated earlier, applicants may apply for small capital improvements or purchases of permanent equipment for an organization’s venue/facility. For Capital Project requests, **the minimum total grant request is \$10,000 and the maximum total request is \$500,000.** Please note:

- Unlike Project/Operating Support applications, there are no parameters on the amount of funding an applicant may request based on the organization’s annual operating budget.
- However, applicants must demonstrate that they have the capacity, plans and resources they need to complete the capital project they are proposing within the grant period.

TIMELINE

The 2024 ARPA Community Arts Grant timeline is outlined in the chart below.

Grant Application Open	November 8, 2023
Grant Information Session	Monday, November 20, 2023, 2:00 – 3:30 p.m.
Deadline for Submission of Questions	Monday, November 27, 2023, 5:00 p.m. EST
Final Q&A Posted on the UWCM website	Monday, December 4, 2023
Grant Application Submission Deadline	Monday, December 18, 2023, 5:00 p.m. EST
Grant Decisions Announced	Late February 2024
Grant Period	April 1, 2024 - March 30, 2026

SUBMISSION

Organizations may submit a maximum of **one application**. Multiple applications submitted by an organization will not be reviewed. Organizations may only apply for one project type.

The deadline for application submission is **Monday, December 18, 2023, at 5:00 p.m. EST**.

Only complete applications will be considered for funding.

APPLICATION REVIEW PROCESS

All applications will undergo a three-step review process: 1. Technical Review; 2. Community Review; and 3. Final Determination.

Technical Review-This review does not include comments on the narratives or submitted budget. The technical review is for completeness and eligibility only. All applications that are found to be “complete” will advance to the Community Review Process. Applicants will be notified should their application be found to be “incomplete” and will be given five business days to resubmit their application.

Community Review-A community review process will be conducted by those who live or work in Baltimore City. Each reviewer must attend an orientation session and complete a Conflict-of-Interest Form.

Final Determination-United Way and the Baltimore City Mayor’s Office of Recovery Programs (MORP) will review the feedback, recommendations and scores by the Community Reviewers and determine final recommendations for funding. All applicants will be notified of the result of their application.

SELECTION CRITERIA

Capital Projects

Applications will be evaluated primarily on the degree to which they meet the **project criteria** listed below.

1. The extent to which this improvement or purchase will position the organization to provide enhanced quality of performances and will support the audience and /or participant experience.
2. The extent to which the organization has been negatively impacted by the COVID-19 pandemic.
3. The extent to which the improvements or equipment acquisition could potentially reach new and diverse audiences and/or participants.
4. The extent to which the improvement or purchase is achievable, based on the project’s scale, the existence of project management support and the proposed timeline.
5. If additional funds are needed to complete the project, what percentage of those funds have already been secured by the applicant (awarded and pending).
6. The extent to which the improvement or equipment purchase will enrich Baltimore City’s art community.

Project/Operating Support

Applications will be evaluated primarily on the degree to which they meet the **project criteria** listed below.

1. The organization demonstrates a history of quality, successful, relevant and/or innovative artistic projects.
2. The extent to which the organization has been negatively impacted by the COVID-19 pandemic.
3. The project is well planned and shows promise of positive impact for Baltimore City residents.
4. The proposed efforts achieve broad and diverse participation across Baltimore City communities, including areas that are challenged or have a higher concentration of underrepresented individuals/groups.
5. The proposed project is relevant and/or innovative and enriches Baltimore City's culture.
6. The proposed timeline is achievable, and the budget is realistic and aligns with the proposed project.

In addition to meeting the criteria established above for all project types, **successful applicants will:**

- ✓ Be complete, following all application instructions.
- ✓ Present a clear and concise proposal outlining the goals, objectives, timeline, and budget for the proposed activity.
- ✓ Demonstrate that the applicant will conduct a project aligned with one of the established project types.

GRANTEE REQUIREMENTS

If awarded, all grantees must:

- Meet programmatic and fiscal reporting requirements established by United Way in partnership with MORP.
- Comply with all applicable federal, state, and local laws, regulations, and reporting requirements.
- Maintain proper records and documentation related to the use of grant funds for audit and reporting purposes.
- Follow established guidelines regarding eligible costs.
- Attend an on-boarding session that reviews the grant requirements and reporting.

QUESTIONS?

Questions about the application's content (eligibility, requirements, etc.) may be submitted until **Monday, November 27, 2023, at 5:00 p.m. EST**. Please submit questions via e-mail to grantquestions@uwcm.org, with the subject line **Arts Grant RFP Question**. Answers to all questions will be posted on our grant portal on **Monday, December 4, 2023**.

Submit any technical questions and technical assistance requests specific to the Application Portal via e-mail to grantquestions@uwcm.org, with the subject line **Arts Grant RFP Technical Assistance**. We will make every attempt to answer these questions up to the submission deadline.

APPLICATION

Section 1: Organization Information

Please provide the information below for the lead organization applicant.

1. Legal Name of Organization.
2. Commonly used name of Organization (if applicable).
3. Address of Organization (Please provide a street address. PO Box or mailboxes will not be accepted).
4. Baltimore City neighborhood / community in which organization is located.
5. Organization EIN (9-digit).
6. Does your organization have a federal Unique Entity Identifier (UEI)
 - If yes, provide number here:
 - If no, please provide evidence that you have applied for a UEI at www.SAM.gov (upload with required documents below)
7. Start and end date of current fiscal year.
8. Organization's total annual operating budget for its current fiscal year.
9. Organization's Social Media Information (website, Facebook, Twitter, etc.)
10. Does your organization's Executive Director/CEO identify as Black, Indigenous or a Person of Color? (Yes/No/Prefer Not to Answer)
11. Does your organization's Executive Director/CEO identify as a Woman or Gender-nonconforming? (Yes/No/Prefer Not to Answer)
12. Has your organization received funding for arts programs from the City of Baltimore in the past two years? (Yes/No)
 - If yes, please provide details on award dates, amount and purpose/use of funds received.

Contact Information

Executive Director / CEO

First Name
Last Name
Title
Email
Phone

Primary Contact (for communication regarding the application)

First Name
Last Name

Title
Email
Phone

Fiscal Agent/Sponsor Information

Is your organization utilizing a Fiscal Agent/Sponsor for this application? Yes/No

If yes, provide the information below for your Fiscal Agent/Sponsor.

1. Legal Name of Fiscal Agent/Sponsor
2. Address of Fiscal Agent/Sponsor (please note that fiscal agent/sponsor address is not required to be within Baltimore City)
3. Fiscal Agent/Sponsor EIN (9-digit).
4. Does your Fiscal Agent have a federal Unique Entity Identifier (UEI)
 - If yes, provide number here:
 - If no, please provide evidence that you have applied for a UEI at www.SAM.gov (upload with required documents below)
5. Fiscal Agent/Sponsor Contact Information

Contact Information

Executive Director / CEO

First Name, Last Name

Title

Email, Phone

Primary Contact (for communication regarding the application)

First Name, Last Name

Title

Email, Phone

Required Organizational Documents

Applicants are required to provide, via upload, the documents outlined below. For applicants using a Fiscal Agent, the organization's current operating budget should be provided by the applicant, and all other documents should be provided by the Fiscal Agent.

- Required Financial Document (Audit, Financial Review, or Form990 and Profit/Loss Statement) from within the last 2 Fiscal Years (to determine specific document required, review Eligibility Section on pages 3-4 of the RFP).
- Organization's current board-approved operating budget, showing projected revenues and expenses for your current fiscal year (Applicant's budget, not Fiscal Agent's).

- Current Good Standing Certificate of Status with the State of Maryland Department of Assessments and Taxation, within your current Fiscal Year.
- Determination Letter from the IRS.
- Evidence that Applicant has applied for UEI (such as a screenshot) if number not provided above.

Section 2: Administrative and Fiscal Management Capacity

1. Please provide the following (note: these documents should be provided by the applicant, not a fiscal agent)
 - a. An organizational chart showing names and titles of your organization's staff. Gender and race/ethnicity are requested, but not required.
 - b. A list of the members of your Board of Directors and their affiliation. Gender and race/ethnicity are requested, but not required.
2. How often does your Board meet formally to conduct the business of your organization? (i.e.: monthly)
3. Does the Board of your organization approve annual budgets for the organization? Y/N
4. How often is the Board provided with financial statements that include budgeted vs. actual revenue and expenses.
5. Please describe how your organization supports sound fiscal management (i.e. number of staff, volunteers, policies and procedures) (150 words max).
6. What system do you use for accounting/bookkeeping?

Section 3: Application Narrative

A. Organization History

1. Describe your organization's mission and history of providing successful, relevant, and/or innovative programming. (300 words max)
2. Describe the effect COVID-19 has had on your organization's ability to sustain and/or expand art experiences and activities that are accessible to all Baltimore City Residents, especially underrepresented and marginalized communities. (150 words max)
3. How does your organization's work promote accessibility, cultural diversity, inclusivity, and social impact? (300 words max)
4. Submission of Work Samples/Reports/Media – applicants may submit, via the links below, up to 3 files/documents that demonstrate your work/support your application, such as annual report, photos, videos, press highlights, etc.

Proposed Activities

1. What grant period are you applying for:
 - One year (April 1, 2024-March 31, 2025)
 - Two years (April 1, 2024-March 31, 2026)
2. What project type are you applying for:
 - Project/Operating Support
 - Capital

PROJECT/OPERATING SUPPORT NARRATIVE

The following questions are for organizations applying for project/operating support.

1. Describe the activities for which you are requesting funding. (300 words max)
2. Describe the core community/audience who will benefit from your proposed activities in terms of geography, age, and cultural/economic characteristics, as applicable. Address if/how you will engage and serve individuals from underserved/marginalized individuals and/or communities. How does your organization know that activities are relevant to this core community/audience? (300 words max)
3. Provide a brief project timeline that includes project planning and dates/duration of proposed activities. (150 words max)
4. What is your organization's experience with producing activities of similar scale and complexity? Provide the names, titles and core qualifications/experiences of key people who will be designing and coordinating/producing these activities. Include information about key partners that will support your success. (300 words max)
5. Describe how your proposed activities will impact/benefit individuals, communities and/or the City of Baltimore as a whole and how you will measure success. Please include: the estimated number of people who will be engaged, and the methods you will use to collect feedback from participants and how this feedback will be used to inform future activities. (300 words max)
6. Describe how you intend to promote and market your organization's art activities. Include how you intend to build your audience and participation and expand your reach. (150 words max)

CAPITAL SUPPORT

The following questions are for organizations applying for capital support.

1. Describe the capital project for which you are requesting funding. How was this proposed capital project informed by artists, community members or other stakeholders? (300 words max)

2. Describe how the proposed capital improvement(s) or equipment acquisition will position the organization to provide enhanced quality of art offerings and improve audience/participant experience. (300 words max)
3. Describe the core community/audience who will benefit from the proposed capital improvement(s) or equipment acquisition in terms of geography, age, and cultural/economic characteristics, as applicable. How will this work help you sustain or increase your ability to engage/serve individuals from underserved/marginalized individuals and/or communities? (300 words max)
4. Describe how you will ensure your proposed capital project will stay on schedule and be completed in time. Provide a project timeline. Provide the name(s) and title(s) of key person(s) who will be managing the capital project. (300 words max)
5. Describe how the proposed capital improvement(s) or equipment acquisition will impact/benefit individuals, communities and/or the City of Baltimore as a whole and how you will measure success. (300 words max)

Section 4: Budget

PROJECT/OPERATING SUPPORT BUDGET

The following questions and budget form are for organizations applying for project/operating support.

1. Please provide amounts for each line-item below if you are requesting funds within that category. For each line item included in the budget, please provide a brief description of the use of funds, and how the line-item amount was calculated.

Salaries and Benefits
Stipends
Program Supplies
Minor Equipment Purchase (e.g., computer) (not to exceed \$5,000)
Equipment Lease/ Rental
Equipment Maintenance/Repair
Contracts/Consultants
Production Cost
Marketing
Travel
Conference/Training
Printing
Postage/Shipping
Miscellaneous
Administration (not to exceed 10% of total modified direct costs)
Total Funding Request

2. Does this funding request allow for the full implementation of your proposed activities?
(Yes/No)
 - If not, what is the total cost?
 - Please identify other sources of funding, and the status of funds (secured, requested) and the amounts for each source.
3. Describe your organization's plans to sustain the proposed activities after the grant period. (150 words max)

CAPITAL SUPPORT BUDGET

The following questions and budget form are for organizations applying for capital support.

1. Please provide amounts for each line-item below if you are requesting funds within that category. For each line item included in the budget, please provide a brief description of the use of funds, and how the line-item amount was calculated.

PROJECT MANAGEMENT STAFF
Salaries and Benefits
HARD COSTS
Materials
Labor
Equipment Purchase
Other
SOFT COSTS
Surveys
Design Costs
Permits
Legal
Other
Administration (not to exceed 10% of staffing costs)
Total Funding Request

2. What is the total budget for this capital project?
3. Please identify other sources of funding, and the status of these other funds (secured, requested) and the amounts for each source. (150 words max)