



Dayton Region Arts Renewal Grants

Guidelines for Organizations

About the Program:



The Dayton Region Arts Renewal Grant program is intended to support jobs in the arts sector, keep the doors open to arts organizations in our community, and assist the field in its response to and recovery from the COVID-19 pandemic. This funding opportunity is made possible by a one-time \$500,000 grant to Culture Works—the Dayton Region’s arts funding, advocacy, and service organization—from the National Endowment for the Arts (NEA) American Rescue Plan (ARP) Subgranting program.

Culture Works will award up to \$350,000 in Dayton Region Arts Renewal Grants to area nonprofit arts and cultural organizations and up to \$100,000 to individual artists. Culture Works will retain \$50,000 to cover the costs of grant administration.

Eligible organizations can request up to \$15,000 in general operating support , and individual artists can request up to \$5,000 in project support.

This document provides an overview of the grant guidelines and requirements for organizations. For more information about grants for organizations, please see our [Guidelines for Individual Artists](#).

Key Dates:

- **Information Session for Organizations** – Tuesday, June 21, 2022, 12pm EST [via Zoom](#)
- **Application Opens** – Friday, July 1, 2022
All applications must be completed and submitted through the online grant portal, which will be accessible from [cultureworks.org](#).
- **Application Deadline** – Friday, August 5, 2022 at 4pm EST
- **Applications Reviewed** by Culture Works Staff and Grant Panelists – Early August – Early September 2022
Culture Works staff will conduct an initial review of applications to verify their eligibility before sending them to the panel for consideration.

- **Grant Panel Meetings** – Mid-September 2022
During these meetings, grant panelists will discuss eligible applications and finalize scores. Final meeting dates and more information will be posted to cultureworks.org later in the summer.
- **Notification of Award Status** – Mid-September 2022
Within one week of the panel meeting, applicants will receive email notification indicating whether they have been selected to receive grant funding.
- **Grant Agreement Deadline** – September 30, 2022
Organizations selected to receive funding must complete an online grant agreement prior to receiving funds. The grant agreement will be completed through the online grant portal.
- **Grant Activities Period/Award Term** – October 1, 2022 – September 30, 2023
All grant-funded activities must be completed during this timeframe.
- **First Grant Payments Issued** – Mid-October, 2022
85% of the grant funds will be distributed following submission of the grant agreement and other required documentation; the remaining 15% will be distributed following submission of the final report.
- **Final Report Deadline** – November 30, 2023
- **Final Grant Payments Issued** – January 2024

Key Eligibility Requirements for Organizations:

To be considered for Dayton Region Arts Renewal funding, organizations must submit a formal application by Friday, August 5, 2022 at 4pm through the online grant portal, which will be accessible from cultureworks.org. All applications will be reviewed by Culture Works staff for basic eligibility before being sent to an independent grant panel that will make final funding decisions.

To Be Eligible, an Organization Must:

- Be a federally tax-exempt 501(c)(3) nonprofit organization. In accordance with federal guidelines, for-profit entities and entities operating through a fiscal sponsor are *not* eligible for ARP subgrants. (Note: During our eligibility review, Culture Works will check your organization's tax-exempt status using the [IRS Tax-Exempt Organization database](#).)

- Have a mission to create, produce, present, or provide arts or cultural experiences for the public.
- Be incorporated in the State of Ohio with an operating history of a minimum of three years. (Note: During our eligibility review, Culture Works will verify that your organization's records are up to date with the [Ohio Secretary of State](#).)
- Have a current charitable registration with the Ohio Attorney General's office. (You can [check the status of your organization's registration here](#).)
- Be located within Culture Works' service area (within a 30-mile radius of the Culture Works offices at 31 S Main St Suite A210, Dayton, OH 45402).
- Have a Unique Entity Identifier (UEI) number through [SAM.gov](#). (Note: Applicants are *not* required to obtain an active entity registration and must only obtain a UEI. Learn more about this distinction [here](#). Keep in mind that requests to SAM.gov can take 7 to 10 business days to process and sometimes longer, so we recommend obtaining your UEI well in advance.)
- *Not* be disbarred, suspended, excluded, or disqualified from doing business with the federal government.
- **Agree to abide by the NEA's Nondiscrimination, Environmental and Preservation, and Other National Policies (see page 8).**

Allowable Costs:

Dayton Region Arts Renewal Grants for Organizations will award funds for general operating support in the following areas:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel to support the services they provide in support of the subgrantee organization's day to day operations.
- Facilities costs such as 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.

Funding for organizations is intended to provide general operating support and cannot be used for projects.

Unallowable Costs:

In accordance with federal guidelines, ARP-funded grants to organizations must support general operating support (an organization's day-to-day operations) and *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.
- Vehicles 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/organizational-structure/offices/pages/office-of-foreign-assets-control.aspx>.
- All other costs that are unallowable per 2 CFR 200 and other laws.

Selection Criteria:

Eligible applications for Dayton Region Arts Renewal Grants will be reviewed by an independent grant panel that will evaluate applications across the following scoring areas:

- **Artistic Excellence and Artistic Merit**

An organization's ability to create high-quality artistic/cultural programming. To evaluate this area, panelists will consider:

- The quality of recent (within the past three years) and anticipated (within the next year) artistic/cultural programming as evidenced by the application narrative and work samples
- The qualifications of the organization's key artistic personnel
- Letters of support (as applicable)

- **Potential Impact**

The potential impact of funding on the organization and the community(ies) it serves. To evaluate this area, panelists will consider:

- How the organization will use the requested funds, particularly the number of artists and staff who will be compensated or hired
- The organization's annual audience and personnel figures
- Whether the organization's mission focuses on serving underserved populations, such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability
- The potential of the organization's programming to reach underserved populations as described above, either through in-person or virtual programming; whether the majority of the organization's programming takes place within a neighborhood of Low or Very Low Opportunity (as indicated by the [Ohio USR Opportunity Index](#))
- How the COVID-19 pandemic has impacted and hindered the organization's artistic growth and programming
- Whether the organization has received prior COVID-19 relief funding, such as CARES Act funding, Paycheck Protection Program (PPP) loans, Shuttered Venue Operators Grants (SVOG), or other American Rescue Plan (ARP) funding.

- **Administrative Capacity**

The organization's ability to manage funds effectively. To evaluate this area, panelists will consider:

- The quality of the application narrative and supporting documentation

- The clarity of the proposed budget
- The organization's financial documents

Funding priority will be given to:

- Eligible organizations that have not received COVID relief funding from other sources.
- Organizations whose mission and/or majority of programming focuses on underserved populations.

Funding Distribution

Grant funding will be distributed to organizations beginning in mid-October 2022. Grantees will receive 85% of their grant amount upon submission of the grant agreement and any other requested documentation (Deadline: September 30, 2022). The remaining 15% of the grant will be paid following submission of the final report (Deadline: November 30, 2023).

Other Terms and Conditions

Key Compliance and Reporting Requirements for Organizations:

- Grantees agree to abide by the National Endowment for Arts' National Policy and Other Legal Requirements, Statutes, and Regulations (see page 8).
- Grantees must use funding between October 1, 2022 and September 30, 2023.
- Grantees needing to change the scope of their funding must submit a written request for approval.
- Grantees will return any unused funds to Culture Works.
- Grantees must retain financial records, supporting documents, statistical records, and all other records pertinent to their award for a period of four years from the date of submission of the final report.
- Grantees must permit Culture Works and financial auditors to access their records and financial statements as necessary to ensure compliance with federal award requirements.

- Grantees must submit a Final Report by November 30, 2023. Grantees must keep track of artists, non-artists, and individuals who were compensated with award funds.
- Grantees must track of the number of people engaged through their funded award both in-person and virtually, including demographics regarding ethnicity, economics, geography, and accessibility.

Key Crediting and Publicity Requirements for Organizations:

- Dayton Region Arts Renewal Grants are funded by the National Endowment for the Arts (NEA) American Rescue Plan (ARP) Subgranting program. Grantees must clearly acknowledge support from the National Endowment for the Arts and from Culture Works in their programs and related promotional materials, including publications and websites. Visit [this page](#) for NEA logos and branding guidelines. Visit [this page](#) for Culture Works logos and branding guidelines.

FAQs:

Does my organization need to secure matching funding to receive a Dayton Region Arts Renewal Grant?

No, Dayton Region Arts Renewal grants do not require a cost share/match.

Can I use this funding to start a new program?

No, Dayton Region Arts Renewal Grants for Organizations are intended to support the recovery of day-to-day operations. For a complete list of allowable and unallowable costs, please refer to the section of this document titled “Key Eligibility Requirements for Organizations” (page 2).

How much can I request in funding?

Organizations can request up to \$15,000.

My organization receives other grant funding through Culture Works. Am I still eligible for this funding?

Yes! Current Culture Works grantees are encouraged to apply.

National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your 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).

As a registrant with SAM.gov, in most cases, you have already self-certified 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. A copy of this Financial Assistance Certifications Report is available in your SAM.gov entity registration record.

1. Nondiscrimination Policies

As a condition of receipt of Federal financial assistance, 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 <https://www.arts.gov/about/foia/reading-room/limited-english-proficiency-plan>.

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 11/3/21 National Endowment for the Arts: Specific Terms and Conditions for the American Rescue Plan Grants to Local Arts Agencies Page 15 of 17 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; (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. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we 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. We 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. Agency review must be completed prior to any agency 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). 11/3/21 National Endowment for the Arts: Specific Terms and Conditions for the American Rescue Plan Grants to Local Arts Agencies Page 16 of 17

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 we 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, we 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 the National Endowment for the Arts Office of Grants Management 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). 11/3/21 National Endowment for the Arts: Specific Terms and Conditions for the American Rescue Plan Grants to Local Arts Agencies Page 17 of 17

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/government-contracts/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 <https://www2.ed.gov/policy/fund/guid/constitutionday.html> 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)

Contact Us:

Have other questions about the Dayton Region Arts Renewal Grant or about the application process? Please contact Karen Maner at kmaner@cultureworks.org or Hannah Gregory at hgregory@cultureworks.org