

SHORT TERM OPERATIONAL SUPPORT General Guidelines and Policies

The Short-Term Operational Support program provides immediate one-time grants to arts non-profit organizations facing financial hardship due to unforeseen circumstances beyond their control as determined by State and Federal governments. Funds are intended to be used for staff retention and ongoing facility expenses in the creative arts sector in Kansas.

In 2021, this round will be open due to the economic impact of the COVID-19 pandemic. Funding for this program comes from the National Endowment for the Arts through the 2021 federal American Rescue Plan Act (ARPA).

APPLICANT ELIGIBILITY

Eligible Applicants - Priority

- Non-profit 501 (c)(3) arts organizations based in Kansas whose primary purpose is to produce, present, promote, or serve the arts.

To be eligible for KCAIC grants in this category, an organization must:

- be a 501 (c)(3) tax-exempt nonprofit organization as designated by the Internal Revenue Service and/or must be an entity of government.
- Have an organizational mission and a majority of program/service offerings that focus specifically on the arts.
- be incorporated in Kansas and in good standing with the State of Kansas or any department or agency thereof (taxes, etc.).
- have a DUNS number
- comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.
- Not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency (45 CFR 1169)

Ineligible Applicants

- Individuals
- For-profit entities
- Organizations whose primary mission and programming is not specifically arts focused. Projects or programs of non-arts organizations are not eligible.
- Government agencies and University/Community College departments & affiliates.
- Political or advocacy organizations
- Organizations that receive direct ARP Act funding from M-AAA or Humanities Kansas.
Note: Due to differing award timelines, KCAIC will accept and review applications of those applying to multiple agencies but will not release awards until a determination is made from all relevant agencies.

ALLOWABLE EXPENSES

Once an award is approved, funding support is limited to the following:

- Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission.
- Fees to support the services of contractual personnel for specific activities required as part of annual organizational operations.
- Facilities operational 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

Note: If the grantee is receiving emergency funds from other federally funded sources (including Small Business Association programs), they may not “double-charge” the same expense to the multiple federal sources. Each grant should be tracked to its own eligible expenses and the funds kept separate from other awards (no co-mingling of funds). Grantees should implement their own internal tracking to prove that no double charging took place.

AWARD AMOUNTS:

Individual award amounts will be based demonstrated monthly payroll and facility costs. Actual amounts will be determined based on available funding and the size of eligible applicant pool.

MATCH REQUIREMENT: None

PERIOD OF PERMANENCE

Funds can be applied to expenses starting on the date of award notice (approx. Oct 1, 2021) through December 31, 2021.

Note: limited extension may be granted on a case by case basis.

APPLICATION PROCESS AND REQUIREMENTS

All applications must be submitted via an online form: <https://kansascaic.submittable.com>

Grant recipients will be required to:

- have a DUNS number to receive funds.
- code and track all expenses on this grant separately from other income sources
- Maintain reports/records for any employee whose salary is charged to the award.
- Maintain written contracts that outline the employment terms for contract personnel charged to the award.
- Maintain bills, receipts, or other documentation for facility costs charged to the award.
- Comply with all national policies for KCAIC sub-grantees detailed in the NEA General Terms and Conditions (see below)

REVIEW PROCESS

Applications will be reviewed throughout September 2021. Applications are reviewed by a committee of KCAIC and Kansas Department of Commerce staff.

Grant recommendations and reviews will be presented to the full Kansas Creative Arts Industries Commission Board which will make final determination based on available funding and size of qualified applicant pool. Funding recommendations must be approved by the KCAIC, the only body authorized to make final funding decisions. It is possible that not all applications will be funded. If a grant is awarded, KCAIC will notify the applicant within one week of funding determination.

ACKNOWLEDGEMENT

Awarded applicants shall acknowledge KCAIC and NEA support, including logo and verbiage, in a manner consistent with a donor or sponsor at the level of the total grant amount and in all materials, printed or electronic, related to the awarded activity. The manner of acknowledgement will be detailed in the grant agreement.

KCAIC Logo: <http://www.kansascommerce.gov/DocumentCenter/View/7180>

NEA Logo: <https://www.arts.gov/grants/manage-your-award/nea-logo>

Grantees will also be required to write a brief letter to their local state senator, representative, and congressman informing them of the award and their proposed grant activity.

NEA

All KCAIC grant programs are administered under a partnership agreement with the National Endowment for the Arts and must comply with their general terms & conditions, including compliance with relevant equal opportunity and accessibility laws. Before submitting your application, please review Appendix A, pages 23-26 of the terms & conditions, which can be found at:

<https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>

FINAL REPORT

A final report will be due to KCAIC by Jan. 31, 2021. The form will be available online via Submittable.