

## OHIO ARTS COUNCIL

### *Ohio Arts Jobs Preservation Grant Program*

**PLEASE NOTE THIS DOCUMENT WAS UPDATED WITH NEW AND REVISED INFORMATION ON May 28, 2009. ALL UPDATES ARE IN RED—PLEASE REVIEW THE ENTIRE DOCUMENT.**

#### Frequently Asked Questions

**1. Why is the National Endowment for the Arts (NEA) distributing federal stimulus funding?**

The *American Recovery and Reinvestment Act of 2009 (Recovery Act)* recognizes that the nonprofit arts industry is an important sector of the economy. The NEA is uniquely positioned to fund arts projects and activities that preserve jobs in the nonprofit arts sector threatened by declines in philanthropic and other support during the current economic downturn. As part of this important investment, the NEA has developed a plan to expedite distribution of critical funds at the national, regional, state (state arts agencies), and local levels for projects that focus on the preservation of jobs in the arts.

**2. Why do the projects eligible for NEA *Recovery Act* support only address job preservation?**

While the overall *Recovery Act* speaks to both job creation and job preservation, the part of the Act specific to the NEA awards states that funds are to be distributed in direct grants "which preserve jobs in the non-profit arts sector threatened by declines in philanthropic and other support during the current economic downturn."

**3. In addition to job preservation are there any other results the NEA would like to see state arts agencies (SAAs) achieve?**

The NEA asks that *Recovery Act* projects funded through state arts agencies "Make the arts and arts education widely available" and "Organizations enhance their ability to realize their artistic and public service goals." Positions that are essential to your organization and/or advance artistic, educational and outreach purposes are seen as critical to maintain.

The NEA also asks that we fund organizations that reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability. Priority status will be given to cost-effective projects that maximize the amount of funds awarded for immediate economic impact and longer-term job security. In keeping with the OAC Cultural Participation Policy, we expect to see multiple perspectives and diverse cultures reflected in the governing, program planning, and participation efforts of organizations that apply for funding and receive grants.

**4. How will the OAC use its NEA *Recovery Act* funding?**

The OAC will award its NEA *Recovery Act* funding through its newly established *Ohio Arts Jobs Preservation Grant* program. The *Ohio Arts Jobs Preservation Grant* awards are one-time funding opportunities for eligible nonprofit arts organizations defined for this purpose as: *arts organizations* (dance, drama/theatre, folk and traditional arts, literary arts, multi-disciplinary, media/film, music, the visual arts); *local arts agencies* including those funded through units of local governments; and *arts service organizations* that can help advance the goals of the NEA, the OAC and the *Ohio Arts Jobs Preservation Grant* Program. Grants are to be used solely for preserving full and/or part-time jobs in these eligible organizations.

Eligible arts organizations also must: 1) have received at least two grants from the Sustainability and/or Arts Access programs during the last four years (FY2009, FY2008, FY2007 and FY2006); 2) must be a current Sustainability grant recipient i.e., has been recommended for FY2010 Sustainability funding by May 31, 2009. The OAC's definition of "recommended" means that the applicant must have cleared the OAC Board approved cut off score for funding.

**5. If we are applying directly to the NEA or another local arts organization for *Recovery Act* funding may we also apply to the OAC for an *Ohio Arts Jobs Preservation Grant*?**

Yes, you can; however, your organization cannot receive *Recovery Act* funding from more than one source. If you were eligible to apply to the NEA (received prior NEA funding during the last four years), you must have applied to the NEA by April 2, 2009 at: [www.nea.gov/recovery/index.html](http://www.nea.gov/recovery/index.html).

If you are recommended for funding by the NEA, the OAC and/or through a local arts organization that has received NEA funding and is permitted to make sub-grants to other local arts organizations, you may choose the award that would be most beneficial for your organization to accept.

**6. How does my organization apply for funds from the OAC?**

The OAC *Ohio Arts Jobs Preservation Grant* guidelines are posted on our Web site with a grant application deadline of June 15, 2009. Our guidelines will mirror the NEA *Recovery Act* guidelines to ensure comparable information from across the country and to minimize grant preparation time for applicants.

**7. Why were only recent organizations in the *Sustainability* (over \$1.5 million) and (under \$1.5 million) applicant pool targeted for *Recovery Act* funding?**

At the federal level the Office of Management and Budget directed the NEA to work to mitigate risk by taking actions such as obligating funds to existing award recipients with the demonstrated ability to deliver the results and accountability objectives in the *American Recovery and Reinvestment Act of 2009*.

At the state level, the OAC decided that its Sustainability grant recipients would serve a similar purpose. Most have had a long association with the OAC. They have been rigorously adjudicated many times through our open review panels consistently demonstrating that they use public funds resourcefully and responsibly. These organizations are asked to demonstrate excellent artistic, educational and cultural value; responsiveness to their community; credible planning and evaluation strategies; and a high level of financial and managerial accountability. As a group they represent the artistic core of Ohio's arts and cultural infrastructure and are appropriate candidates for NEA *Recovery Act* funding. Additionally, the applicants in this pool are well-prepared to meet the demands of the OAC reporting requirements which will mirror the federal standards, limiting applicants' additional work and allowing a national evaluation of the program.

The *Ohio Arts Jobs Preservation Grant* program is a one-time funding opportunity for eligible nonprofit organizations including *arts organizations* (dance, drama/theatre, folk and traditional arts, literary arts, multi-disciplinary, media/film, music, and the visual arts); *local arts agencies* including those funded through units of local governments; and *arts service organizations* that can help advance the goals of the NEA, the OAC and this new grant program. Grants are to be used solely for preserving full and/or part-time jobs in these eligible organizations.

The four-year stipulation:

- Provides for a diverse pool of recently adjudicated organizations -- nearly 300 grantees with budgets that range from \$30,000 to over \$40 million.
- Represents all arts disciplines and fields, organizational sizes, and a wide geographic reach.
- Provides a strategic and manageable pool of potential applicants, which is important for a program that has to be implemented rapidly.

Based on OAC research conducted in December 2008, we could see the negative impact the economic environment was having on our nonprofit arts sector. Our statewide *Constituent Economic Impact Survey* documented the growing concern of those working in this sector who reported dramatic shifts in fundraising. Contributions were down across the board—from corporate and foundation support to local municipal support and lower individual contributions, as well as lower ticket sales because people have less discretionary income. Organizations were beginning to make some extremely difficult decisions about budget reductions. One of the most disturbing trends was the loss of programming for those in the most need—young people, low-income families, rural populations, youth at risk, seniors and the homeless. Another alarming trend is *within* our arts organizations, where the personnel line is often the only line left to cut.

OAC staff was confident that Sustainability grant recipients, with representation from across the state and serving a wide range of Ohio citizens, would be an appropriate group to identify as our target pool of applicants for the federal stimulus funding.

**8. Are colleges, universities and other degree-granting institutions (including departments, divisions, centers and other sub-entities of institutions of higher education) eligible for *Recovery Act* funding from the OAC?**

No, only nonprofit arts organizations that have received at least two grants from the Sustainability and/or Arts Access programs during the last four years (FY2009, FY2008, FY2007 and FY2006); AND are a current Sustainability grant recipient are allowed to submit an *Ohio Arts Jobs Preservation Grant* proposal. A current Sustainability grant is defined as having been recommended for FY2010 Sustainability funding by May 31, 2009. The OAC's definition of "recommended" means that the applicant must have cleared the OAC Board approved cut-off score for funding.

Additionally, as noted in the "Legal and Funding Restrictions" section of the *OAC Guidelines* FY2010-2011, the agency is prohibited from supporting the salaries of staff and faculties at colleges and universities.

**9. What amount of funding should our organization request?**

Each application will be considered in connection with the review criteria detailed in the *OAC Ohio Arts Jobs Preservation Grant* guidelines. Grant proposals that are recommended for funding will be awarded for the amount requested or not at all. Your organization should present a compelling argument for your proposed project in the context of your own organization and demonstrate how it results in making the arts and arts education widely available. The *OAC Ohio Arts Jobs Preservation Grant* funding is limited and not sufficient to support all worthwhile projects.

**10. Is there a salary cap on the job(s) for which my organization can seek support?**

No. The job(s) for which you request support must be critical to your organization's mission and core work, and in jeopardy because of the current economic situation. While there is no limit on the salary your organization pays for the position(s), the grant awards will only be made in three amounts: \$10,000, \$15,000 or \$25,000. The OAC funds may be used for full and/or partial support of one or more salaries, and/or your organization can offer partial support for previously engaged personnel such as artists and other contractual personnel. It's up to your organization to cover the balance from other sources, as appropriate.

**11. What does "previously engaged" mean in the context of fees for artists and/or contractual personnel?**

The *Recovery Act* and *Ohio Arts Jobs Preservation Grant* funding are not intended to support the engagement of personnel for new projects. Rather, funding is intended to provide fee support for artists and/or contractual personnel already involved in activities that: 1) are underway, but threatened; 2) could benefit by being extended beyond the period that present finances allow; or 3) have received serious planning, but have been put on hold or

have been cancelled due to finances (in which case contracts would not yet have been signed).

**12. Can my organization apply for an existing position even if it is currently unfilled?**

Yes. Funds authorized under the *Recovery Act* are intended to preserve jobs. We realize that an organization may have a critical position that is currently unfilled due to numerous reasons including, but not limited to, finances.

**13. Why isn't a job for development staff eligible for support?**

Salaries, wages, fringe benefits, and fees that are incurred in connection with fundraising are not allowable project expenses -- for this program or any other federal grant-making program.

**14. If personnel are already included in a current OAC grant, can I request support for them under this program?**

Yes, as long as each request is for a distinctly different aspect of the person's job. A grantee may not receive more than one OAC grant for the same project during the same or an overlapping period of support. For example, an orchestra could request support for an arts education coordinator through the OAC *Ohio Arts Jobs Preservation Grant* program (one project) and that same arts education coordinator could work on programs related to another OAC grant (a second project), as long as the same time is not charged to both projects. There can be no commingling of funds and grantees are required to maintain records that easily account for these separate costs. We will be requesting a budget breakout showing the Sustainability grant expenditures versus stimulus funding as part of the grant application process.

**15. What are the key dates we need to remember when applying for an *Ohio Arts Jobs Preservation Grant*?**

**April 22, 2009**

- *Ohio Arts Jobs Preservation Grant* guidelines will be posted on our Web site.
- Application for these funds will be made online through the OAC OnLine Grant Application System (OLGA) through the "Special – Organizations" grant category and will be available as of this date. The grant guidelines will include narrative questions and information on required support materials.

**June 15, 2009**

- *Ohio Arts Jobs Preservation Grant* application deadline is June 15th. Applicants must submit their Expression of Interest to [Recovery.Ohio.gov](http://Recovery.Ohio.gov) AND their OAC application electronically via OLGA by 5 p.m. on this deadline date. If the application is not submitted electronically to both sites by 5 p.m. on June 15, 2009, the application will not be accepted. Your organization will be notified via e-mail (sent through OLGA to your organization’s primary contact) when your application to the OAC is received.
- All required support materials must be received in our office no later than seven (7) calendar days after the deadline date, by 5 p.m. regardless of postmarked date. No exceptions will be made.

**July 27-28, 2009**

- *Ohio Arts Jobs Preservation Grant* panel meeting.
- *Ohio Arts Jobs Preservation Grant* agreements will be issued within five (5) business days following the panel meeting.

**End of September 2009**

- *Ohio Arts Jobs Preservation Grant* awards will be ratified at our fall OAC Board meeting.

**16. Whom should we call with our OAC *Ohio Arts Jobs Preservation Grant* application questions?**

Because this is an “on-year” for the Sustainability program with significant grant activities occurring during April – May, the OAC regional program coordinators will not be your primary point of contact for the *Ohio Arts Jobs Preservation Grant* program. Instead, three OAC program directors with considerable experience working with arts organizations will serve as the primary points of contact for this program. Depending on your OAC region (NW, SW, SE and NE), contact the designated program director listed below for information and guidance as you prepare your grant application.

[Link to OAC regional map -- www.oac.state.oh.us/aboutOAC/Regionalmap.pdf](http://www.oac.state.oh.us/aboutOAC/Regionalmap.pdf)

**SE Region** Director of Community Development  
**Katherine Eckstrand**  
[katherine.eckstrand@oac.state.oh.us](mailto:katherine.eckstrand@oac.state.oh.us)  
 614/728-4467

**NE Region** Director of Organizational Services  
**Dan Katona**  
[dan.katona@oac.state.oh.us](mailto:dan.katona@oac.state.oh.us)  
 614/995-1662

**NW and SW Regions** Director of Arts Learning

**Jeff Hooper**  
[jeff.hooper@oac.state.oh.us](mailto:jeff.hooper@oac.state.oh.us)  
614/728-1839

*Please continue to work with your regional program coordinator and other OAC program coordinators for all other OAC grant-related matters and general questions.*

**17. Will the OAC staff review draft applications?**

Because of the short turnaround time from publishing the *Ohio Arts Jobs Preservation Grant* guidelines to the application due date, we will not be accepting draft applications. However, the three program directors listed above will be able to assist you as you develop your application. This will be a simple application process with one - two pages of narrative and a minimal amount of support materials. Specific details are available in the Guidelines. The support materials that you submitted with your most recent Sustainability application will be available to the *Ohio Arts Jobs Preservation Grant* review panel in order for them to have comprehensive and up-to-date information on your organization.

**18. What are the review criteria for the *Ohio Arts Jobs Preservation Grant* program?**

- Quality and stability of organization.
- Potential of the project to have a significant and immediate impact on the arts work force and the quality of the plan to sustain the full and/or part-time position(s).
- Significance of the position(s) to the mission and core work of the organization.
- Likelihood that the project will achieve the identified outcomes and the feasibility of the proposed performance measurements, for example, number of beneficiaries (especially underserved populations), revenue earned, partnerships maintained, etc. as a result of preserving this position.
- Ability to carry out the project including the appropriateness of the budget, the quality and clarity of the project goals, the resources involved, and the qualifications of the personnel.
- Potential to reach a broad geographic range of constituents.
- Potential to reach underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics or disability.

**19. Who will review the OAC *Ohio Arts Jobs Preservation Grant* program grants?**

The OAC will convene an advisory panel comprised of the OAC Board's Executive Committee (seven members) and two - three representatives with expertise in the arts and arts administration from the country's regional arts organizations. *Ohio Arts Jobs Preservation Grant* applications will be reviewed in an open public session to be held in late July or early August (TBD). Grant awards will be announced one day after the meeting, Grant Agreements will be issued within five (5) business days, and grant awards will be ratified by

the OAC Board at its regularly scheduled meeting held at the end of September in Columbus.

**20. Do we need matching funds?**

No. These are non-matching grants.

**21. When will the *Ohio Arts Jobs Preservation Grant* funds be available?**

Grant Agreements will be issued within five (5) business days following the grant panel meeting. All project dates will begin with the date September 1, 2009 and end at a time determined (no later than June 30, 2010) by the applicant. Your payment will be made in the following way:

- Three-fourths of your award will be made immediately, after receiving a valid signed Grant Agreement, using our partial payment process.
- The balance of your award will be processed once your Final Report has been submitted and approved.

**22. Is there anything new or different about reporting requirements for recipients of *Ohio Arts Jobs Preservation Grant* funds versus those for normal OAC grants?**

Yes, the reports will be required more frequently and in a standard format developed by the NEA, which we have yet to receive. For example, quarterly reports that contain specific data about the jobs preserved will be required.

A "Recovery" section has been added to the NEA Web site at [www.arts.gov/recovery/](http://www.arts.gov/recovery/) to serve as the central information portal for the agency's implementation of the *American Recovery and Reinvestment Act of 2009*, Public Law 111-5. Additional reporting requirements can be found there as they become available.

Additionally, the OAC will use the same reporting structure as the NEA and will post *Ohio Arts Jobs Preservation Grant* application information and reporting results on our Web site.

**23. I have heard that my organization needs to have a D-U-N-S number before I can apply to the OAC for an *Ohio Arts Jobs Preservation Grant* award. What is a D-U-N-S Number and how do we obtain one?**

To receive federal funds your organization will need a D-U-N-S Number. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Numbers are FREE for all businesses required to register with the U.S. federal government for contracts and grants.

Your organization can obtain a D-U-N-S Number through the Web or by phone.

D-U-N-S Number by Web, visit:

<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>

D-U-N-S Number by phone, call: 1-866-705-5711, Monday – Friday 7 a.m. to 8 p.m. CST

You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

#### **24. Do I submit my application through OLGA (OnLine Grant Application) system?**

Yes. All *Ohio Arts Jobs Preservation Grant* applications must be submitted via OLGA. No paper applications are accepted. To learn more about using OLGA, please review the OLGA fact sheet that is part of the *OAC Guidelines* in its Appendices.

[www.oac.state.oh.us/grantsprogs/guidelines/StaticPages/OLGAFAQ.pdf](http://www.oac.state.oh.us/grantsprogs/guidelines/StaticPages/OLGAFAQ.pdf)

#### **25. How will we submit our organization's grant through OLGA?**

To complete your application, go to OLGA at [www.culturegrants-oh.org](http://www.culturegrants-oh.org) and log in with your organization's established username and password. At the bottom of all online grant programs listed on the Main Page of OLGA you will find the program category "Special – Organizations" listed. Just to the right of this listing, click "start." Instructions for the submission of an *Ohio Arts Jobs Preservation Grant* application will be included with the grant guidelines for this program. When finished, click "submit" on the "signature/assurances" page. Your application must be complete and submitted by 5 p.m. on the day of the deadline. All required support materials must be received in our office no later than seven (7) calendar days after the deadline date, by 5 p.m. regardless of postmarked date. No exceptions will be made.

#### **26. If we have a technical question about OLGA how do we obtain assistance?**

Technical questions about OLGA can be answered by contacting Jim Szekacs in the Office of Grants Administration and Constituent Services (OGACS) between 8 a.m. and 5 p.m.

Monday-Friday at 614/728-4449 or [oachelpdesk@oac.state.oh.us](mailto:oachelpdesk@oac.state.oh.us) (In most cases, e-mails will be answered within the same business day, except on weekends and holidays.) It is very helpful if this e-mail address is listed as a “safe sender” by an organization’s e-mail system so that any communication from OLGA reaches the applicant easily.