

# GENERAL OPERATING RELIEF GRANTS

The South Dakota Arts Council (SDAC) has developed a program to help secure jobs and keep nonprofit organizations in South Dakota's statewide arts community operational as they continue to recover from the COVID-19 crisis.

*(\* Certain Arts Challenge grant recipients yet to receive Emergency Assistance Grants from CARES funds may be invited to apply.)*

**Organizations CAN ONLY apply for one grant and CANNOT apply for both a General Operating Relief grant and a Project grant.**

Note: All organizations applying for SDAC grant support:

- Are incorporated as a 501 (c)(3) non-profit organization and are physically located in the state of South Dakota, with articles of incorporation current and on file in the South Dakota Secretary of State's office; or they are a unit of government or nonprofit educational institution. Confirm your status, visit the Secretary of State's website. (Online at <https://sosenterprise.sd.gov/BusinessServices/Business/FilingSearch.aspx>)
- Are units of state or local government (including public schools), institutions of higher education, or federally recognized American Indian tribal governments.
- Have a Dun & Bradstreet Number (DUNS). (Online at <https://www.dnb.com/duns-number.html>)
- Have a Federal Employer Identification Number (FEIN) or Tax ID Number (TIN). Are designated as federally tax-exempt under the IRS Section 501(c)(3). (Unsure about the nonprofit status of your organization? Confirm your 501 (c)(3) status with the IRS at <https://apps.irs.gov/app/eos/>)

***Eligibility (see "Additional Eligibility Information" for further eligibility requirements)***

You must be able to answer YES to all the following questions:

- Is the applicant a nonprofit arts or cultural organization not currently receiving an SDAC Arts Challenge\*, Statewide Services, or Arts Council Initiative grant?
- Does the applicant organization have a minimum two-year history of consistent engagement in arts/cultural programming and/or services prior to the application deadline?
- Does the applicant have tax-exempt status under Section 501(c)(3) of the U.S. IRS Code?
- Is the applicant organization incorporated/physically located in the state of South Dakota?

## ***Use of Funds***

*These funds are to be used for three main purposes:*

- Salary support (full or partial) for one or more staff members.
- Fees for artists and/or contractual personnel.
- Facility costs, such as rent and utilities.

Specifics on allowable uses of funds:

- Salary for one or more positions that are critical to the organization's artistic/cultural mission;
- Fees for artists and/or eligible contractual personnel that are critical to the organization's operations and services;
- Facility operational costs such as rent, mortgage, utilities, equipment, information technology, security, insurance, building maintenance, cleaning services.

Specifics on Ineligible Expenses

- New programs and services not directly related to the impact of COVID-19;

- Cash reserves;
- Consumable supplies and materials with the exception of Personal Protection Equipment (PPE);
- Activities that are solely for the purpose of fundraising;
- Private functions, religious services, lobbying activities, or any non-public activity;
- Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc. are unallowable;
- Performance or delivery of a good or service received prior to or after the covered period;
- Reimbursement to donors for donated items or services;
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act;
- Workforce bonuses other than hazard pay or overtime;
- Capital expenditures including equipment and improvement projects.

### ***Funding Priorities***

Eligible nonprofit arts and culture organizations facing significant financial hardship related to the COVID-19 pandemic; hardships include, but are not limited to:

- Temporary or permanent closure.
- Loss of, or difficulty preserving, paid staff.
- Loss of venue or workspace.
- Significant loss of revenue.

### ***Grant Description***

To receive a General Operating Relief grant, eligible arts or cultural organizations must complete the [online application](#) and be prepared to answer the following:

- Have you been impacted by the COVID-19 pandemic? How?
- What do you intend to do with General Operating Relief funds? (see list of approved categories below)
  - Salary support (full or partial) for one or more staff members.
  - Fees for artists and/or contractual personnel.
  - Facility costs, such as rent and utilities.

To be eligible, organizations must meet the following criteria:

- Must directly address the arts and/or culture in mission statement.
- More than 50 percent of programming must be related to arts and/or culture.
- Awards of up to \$3,500\*.
- Grant awards determined by SDAC staff and the Council, its advisory board.
- Application and scoring criteria focused on how organizations serve the community equitably. Community impact measured through inclusion, diversity, equity, and access should be directly addressed in application.

### ***Additional Eligibility Information***

Eligible organizations include:

- Arts Education Organizations - These organizations provide an arts education experience for students outside the K-12 classroom.
- Arts Service Organizations - These organizations provide support services for other arts and cultural organizations and/or artists locally, regionally, statewide (e.g., arts councils).
- Literary Arts Organizations - These organizations provide opportunities in creative literary expression, presentation, and participation.

- Performing Arts Organizations - These organizations produce and/or present live, discipline-based performance experiences.
- Visual Arts/Film/Video/Digital Organizations - These organizations encourage the creation and/or presentation of visual and media art forms.

Organizations NOT ELIGIBLE to apply to this program include:

- ***Organizations CAN ONLY apply for one grant and CANNOT apply for both a General Operating Relief grant and a Project grant.***
- Current Arts Challenge\*, Statewide Services, and Arts Council Initiative grantees.
- Applicants **cannot** use General Operating Relief grant funds to hire or match SDAC roster artist engagements through the Artists in Schools and Communities and Touring Arts programs.
- Organizations whose primary mission does not focus on areas of art or culture.
- For-profit organizations.
- Government agencies, universities, colleges, academic departments, or entities with significant public funding.
- K-12 schools.
- Religious organizations.
- Auxiliary support organizations (i.e., friends of xyz).

# APPLICATION FOR GENERAL OPERATING RELIEF GRANTS

**Eligibility:** To be eligible, organizations must be able to answer YES to the following questions:

- Is the applicant a nonprofit arts and cultural organization not currently receiving an SDAC Arts Challenge, Statewide Services, or Arts Council Initiative grant?
- Does the applicant organization have a minimum two-year history of consistent engagement in arts/cultural programming and/or services prior to the application deadline?
- Does the applicant have tax-exempt status under Section 501(c) (3) of the U.S. IRS Code?
- Is the applicant organization incorporated/physically located in the state of South Dakota?

## ***Eligibility***

**Instructions:** Answer the “Eligibility” questions below to begin the application and then continue to follow instructions in each section. To be eligible, organizations must be able to answer YES to ALL questions. If the applicant CANNOT do so, consider applying for a Project grant to support a specific project.

### **(QUESTIONS)**

Eligible organizations will answer “YES” to these four questions:

- Is the applicant an arts and/or cultural organization?
- Does the applicant organization have a minimum two-year history of consistent engagement in arts/cultural programming and/or services prior to the application deadline?
- Is the applicant tax-exempt under Section 501(c) (3) of the U.S. IRS Code?
- Is the applicant organization incorporated/physically located in the state of South Dakota?

## ***Overview of Organization (IMPACT)***

**Instructions:** Provide a clear description of how you intend to use General Operating Relief grant funds. Organizations may only use relief funds for a.) Salary Support (full or partial) for one or more staff members, b.) Facility Costs, such as rent and utilities, and/or c.) Fees for Artists/Contractual Personnel.

### **(QUESTIONS)**

- a. On average, more than 50% of the work the applicant organization does is related to the arts or culture. (Yes/No)
- b. On average, how many adults (age 18 and older) does the applicant organization directly engage with through arts/cultural programming annually? (Please provide an estimate. Do not include a range.)
- c. On average, how many youth (under age 18) does the applicant organization directly engage with through arts/cultural programming annually? (Please provide a number. Do not provide a range.)
- d. On average, how many artists are directly involved providing the artistic/cultural services of the applicant organization annually? (Please provide a number. Do not provide a range.)
- e. Does the applicant organization directly engage with/benefit specific groups of people? Select all the categories that, by your best estimate, will make up 25% or more of the people you directly engage with regularly. If the applicant organization DOES NOT directly engage with/benefit specific groups of people, please select “No single distinct group made up more than 25% of the population directly benefited.”
  - Individuals with disabilities
  - Individuals in institutions
  - Individuals below the poverty line
  - Individuals with limited English proficiency
  - Military veterans/active duty personnel

- Youth at risk
- Communities within the borders of the nine reservations in South Dakota
- People of color
- Refugee and immigrant populations
- Rural communities that are geographically isolated
- Other underserved population within my community (please identify)
- No single distinct group made up more than 25% of the population directly engaged.

### ***Plan for using General Operating Relief funds***

**Instructions:** Funds may be used to support any eligible expenses associated with the general operations of an arts or cultural organization, including but not limited to rent, utilities, and staff salaries. Applying for this General Operating grants are intended to support the applicant organization in carrying out its mission. Funding is not intended to support a specific project.

### **(QUESTIONS)**

Which of the following will be your organization's highest priority for relief funds? (select one from the following):

- Salary Support (full or partial) for one or more staff members
- Facility Costs, such as rent and utilities
- Fees for Artists/Contractual Personnel whose work is vital to the mission and core work of your organization [PLEASE NOTE: General Operating Relief grant funds CANNOT be used to hire or match SDAC roster artist engagements through the Artists in Schools and Communities and Touring Arts programs.]

#### A. Salary Support:

- Total number of current paid employees: [# only]
- Job position(s) for which you are seeking support. [up to 500 characters]
- Describe the significance of this position/these positions to the mission and core work of your organization. [up to 750 characters]

#### B. Facility Costs:

- Do you own your space or lease your space?
  - Own
  - Lease
- In two or three sentences, broadly describe any facility costs that are requested. [up to 500 characters]

#### C. Fees for Artists/Contractual Personnel [PLEASE NOTE: General Operating Relief grant funds CANNOT be used to hire or match SDAC roster artist engagements through the Artists in Schools and Communities and Touring Arts programs.]:

- Total number of current contractual personnel: [# only]
- Job position(s) for which you are seeking support. [up to 500 characters]
- Describe the significance of this position/these positions to the mission and core work of your organization. [up to 750 characters]

### ***Budget Form***

**Instructions:** Show how you plan to spend the requested emergency relief funds. Your Budget should reflect only the costs that will be covered by the emergency relief funds. Please use percentage values and be certain your total is 100% across all three sections of the budget. Your budget items must be limited to:

- Salary Support: Include salaries, wages, and fringe benefits for personnel, administrative and artistic, who are paid on a salary basis. List each staff position separately. Do not combine positions or use salary ranges. (Funds for contractual personnel and compensation for artists who are paid on a fee basis should be included in Section C.)

- B. Facility Costs: Include items such as mortgage, rental of space or equipment, and utilities. Provide details of what is included in each line item. The purchase of new equipment is not an allowable expense.
- C. Fees for Artists/Contractual Personnel: Include consultant, artist fees and contractual services. List each position separately. Do not combine positions or use salary ranges.

***Impact of COVID-19 (DEMONSTRATED NEED)***

**Instructions:** Explain how your organization has been impacted by COVID-19.

**(QUESTIONS)**

- a. I certify that the applicant organization has sustained economic injury and losses due to the COVID-19 pandemic. What is the estimated amount of revenue your organization has lost to date due to the COVID-19 pandemic? (Please provide a number. Do not provide a range.)
- b. Has your organization had to cancel or postpone performances, workshops, conferences, classes, or other events?
- c. How many employees of your organization were furloughed, laid-off, or otherwise unable to work due to the pandemic? **Combine and include full-time, part-time, contract positions.** (Please provide a number. Do not provide a range.)

***Recovery and Resiliency (RECOVERY)***

**Instructions:** Explain how your organization plans to recover from COVID-19.

**(QUESTIONS)**

- a. What are your plans for operations in FY22 (July 1, 2021 – June 30, 2022)? [up to 1000 characters]
- b. How has your organization changed and innovated during the COVID-19 response, and what lessons learned will serve to make your organization stronger in the future? [up to 1000 characters]
- c. What financial, administrative, and/or programmatic changes will your organization make in the next year to ensure the long-term stability of the organization? [up to 1000 characters]

***Assurances and Submit Application***

- a. I certify that the applicant organization has sustained economic injury and losses due to the COVID-19 pandemic. (Select YES)
- b. I certify that the information submitted in this application is accurate and truthful to the best of my knowledge. (Select YES)
- c. I certify the applicant organization will expend any funds received as a result of this application solely for the purposes described in this application and in compliance with the guidelines governing the South Dakota Arts Council's General Operating Relief grants. (Select YES)
- d. I certify that the applicant organization meets the eligibility requirement for this grant category. (Yes/No)

# SCORING CRITERIA FOR GENERAL OPERATING RELIEF GRANTS

## **FUNDING PRIORITIES FOR GENERAL OPERATING RELIEF GRANTS**

The South Dakota Arts Council will prioritize funding based upon:

- Organizations' impact through the arts programs and/or services that an organization normally provides to the public such as performances, exhibitions, public programs, educational programs, and special events;
- Geographic and demographic diversity (especially organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability);
- Demonstrated financial hardship caused by the COVID-19 health crisis on an organization's operations, staffing, and revenue streams;
- Organizations' articulation of plans for continuity of operations and continued recovery in the wake of COVID-19.

## **GENERAL OPERATING RELIEF APPLICATION EVALUATION**

### **Eligibility**

To be eligible, organizations must be able to answer YES to the following questions:

- Is the applicant a nonprofit arts and cultural organization not currently receiving an SDAC Arts Challenge, Statewide Services, or Arts Council Initiative grant?
- Does the applicant organization have a minimum two-year history of consistent engagement in arts/cultural programming and/or services prior to the application deadline?
- Does the applicant have tax-exempt status under Section 501(c) (3) of the U.S. IRS Code?
- Is the applicant organization incorporated/physically located in the state of South Dakota?

### **1. Impact (Applicant must provide proof of the following)**

- a. An award to this applicant organization will impact a broad constituency.
  - i. Applicant organization regularly reaches a wide audience (impact both adults and youth).
  - ii. Applicant organization directly employs/contracts with artists to provide the artistic services of the applicant organization annually.
  - iii. Applicant organization regularly serves or plans to serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

### **2. Demonstrated Need (Applicant must provide proof of the following)**

- a. Applicant organization has sustained economic injury and losses and indicated a significant loss to date due to the COVID-19 pandemic.
- b. Applicant organization has canceled or postponed performances, workshops, conferences, classes, or other events.
- c. Applicant organization has furloughed, laid off, or otherwise let go of one or more of the following:
  - i. Full-time employees
  - ii. Part-time employees
  - iii. Contract employees

### **3. Recovery and Resiliency (Applicant must respond to the following)**

- a. Applicant organization intends to remain in operation in order to receive funds and utilize funds as indicated.
- b. Applicant organization has changed and innovated during the COVID-19 response and has included lessons learned to make the organization stronger in the future.
- c. Applicant organization provides a plan for what financial, administrative, and/or programmatic changes the organization will make in the next year to ensure the long-term stability of the organization.