

Funds are intended to support day-to-day business expenses/operating costs. Support is limited to any or all of the following:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel for services they provide for **specific activities** in support of your organization's general operations.
- The **specific organizational activities** referenced in the above bullet must be part of the organization's regular, day-to-day work and cannot be for a new or special project or program.
Some examples:
 - A museum could contract with security guards for ongoing protection of the collection as that is a day-to-day function of the museum's operations
 - An organization might need to hire/contract with IT experts to address its website as part of ongoing marketing and promotion which is an allowable cost, or to upgrade technology to improve virtual engagement,
 - An arts education organization whose day-to-day work is developing and presenting educational programs might need to contract with a teaching artist to design or deliver a program.
 - Contracting for a new professional development training program for staff would not be permissible as it is new and programmatic, but support for a training officer's salary would be permissible as that is operational.
 - An organization might need to hire/contract for tech support to carry out its ongoing virtual activities in response to COVID-19, including individuals to provide expertise in the areas of staging, lighting, or sound.
- Facilities costs such as rent and utilities, e.g., electric, phone, gas bills. Not to include upgrades to HVAC systems. Note: Costs related to home offices are unallowable.
- 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.