



Independent Artist COVID-19 Emergency Relief Grants Program Guidelines

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Applications Open: April 17, 2020

Round 1 Best Consideration Date: Wednesday, April 29, 2020

Round 2 Best Consideration Date: Monday, May 25, 2020

Harford County Cultural Arts Board

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To obtain this publication in an alternate format, contact Harford County Cultural Arts Board
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TABLE OF CONTENTS

PAGE	TOPIC
1	OVERVIEW OF HARFORD COUNTY CULTURAL ARTS BOARD
2	OVERVIEW OF INDEPENDENT ARTIST COVID-19 EMERGENCY RELIEF GRANT PROGRAM
3	GUIDELINES <ul style="list-style-type: none">▪ ELIGIBILITY▪ APPLICATION▪ AWARD▪ REPORTING REQUIREMENTS
4	APPLICATION PROCESS <ul style="list-style-type: none">• PERSONAL PROFILE• COMMUNICATIONS• CONFIDENTIALITY• COMPLETION REQUIREMENTS
5	APPENDIX A –GLOSSARY
6	APPENDIX B – POST AWARD REVIEW PROCESS

OVERVIEW OF HARFORD COUNTY CULTURAL ARTS BOARD

The mission of the Cultural Arts Board is to “Preserve, Enhance, and Promote the Culture of Harford County, Maryland.” As the government-appointed local arts agency, Harford County Cultural Arts Board is the premier local resource for arts organizations, independent artists, and the residents of Harford County, Maryland. The Board provides advocacy and administrative support, sponsors workshops, events, and promotional opportunities for the community, and distributes grants to local nonprofit organizations and schools.

According to Chapter 9, Part 2, Article XVIB of the Harford County Code, “The Cultural Arts Advisory Board shall consist of 15 citizen representatives and a member of the County Council, who is an ex-officio, non-voting member. The members shall be appointed by the County Executive and confirmed by the County Council pursuant to Section 223 of the Harford County Charter. The Board members shall be residents of the County; and insofar as possible, be representative of the County's population with respect to race, gender, political affiliation and geography. The terms of the members are coterminous with that of the County Executive.” The powers and duties of the Cultural Arts Board include but are not limited to the following:

- Promote and support the overall development of arts and culture in Harford County
- Encourage local government and citizen interest in the arts and culture
- Act as the official Arts Council for Harford County in order to accept and disburse funds from Maryland State Arts Council.

Harford County Cultural Arts Advisory Board, its grants, operations, and programs are administered by staff employed by Harford County Public Library.

The Cultural Arts Board receives a County Arts Grant from Maryland State Arts Council annually. The Board may also receive contributions from other sources, including other governmental, non-governmental, or private sources.

OVERVIEW OF INDEPENDENT ARTIST COVID-19 EMERGENCY RELIEF GRANTS PROGRAM

On April 6, 2020, Harford County Cultural Arts Board met virtually to discuss the state of the arts sector in Harford County, Maryland, as affected by the COVID-19 crisis. In addition to the obvious health concerns, the added stress and anxiety from the shutdown of schools and community spaces, as well as most businesses, the economic impact is immense. The entire board convened to decide how best to support the needs of the arts community at this extremely difficult time. Decisions were made to relax requirements for current grants, extend deadlines, and waive the need for current general operating grantees to apply for the next fiscal year, 2021 funding period (July 1, 2020 - June 30, 2021).

For the first time ever, the board decided to create a Harford County Emergency Relief Grant Fund for individual artists living in Harford County who demonstrate a financial need due to COVID-19.

Applications will be accepted for short window of time, and reviewed by members of the Cultural Arts Board quickly, with the goal of expediting funds to those in need.

If funds remain, after Round 1, additional rounds may be announced as needed.

GUIDELINES

- A. The Harford County Independent Artist Covid-19 Emergency Relief Grants program is open to independent artists living in Harford County.
- B. Applications will be accepted beginning April 17, 2020. Individuals may apply once per application round.
- C. There is an online grant portal, where applications, reports, and other grants-related items will be located.
- D. Telephone and email technical assistance is available. Please notify Harford County Cultural Arts Board seven days prior to any deadlines to request assistance.
- E. Please notify Harford County Cultural Arts Board seven days prior to deadlines to request any necessary accommodations.

ELIGIBILITY

- G. Harford County Cultural Arts Board considers applications and awards grant funding on the basis of the following criteria:
 - i. Artist is a Harford County resident
 - ii. Demonstrated proof of artistic practice providing income prior to Covid-19 crisis
 - iii. Loss of income due to COVID-19
 - iv. Financial need
- H. Members of the Harford County Cultural Arts Board, and their immediate family and household are not eligible.

AWARD

- I. Grant decisions are announced with an email.
- J. Funds will be disbursed in the form of a check mailed to the address provided in Personal Profile
- K. Award will be reported to the IRS
- L. Due to Covid-19 State of Emergency, stay at home orders, and other unknown factors, processing time is unknown.

REPORTING REQUIREMENTS

- M. A simple report of how grant funds are used is required within 30 days of receipt. Failure to report may jeopardize any future grant.

APPLICATION PROCESS

PERSONAL PROFILE

Grants Workspace requires that each individual use their same Personal Profile for each application, report, etc. It is mandatory that users to keep their Profile current at all times.

COMMUNICATIONS

All communications are sent to the email address found in the Personal Profile.

CONFIDENTIALITY

The Personal Profile section of the application is only accessible to staff and will be kept confidential. The application itself will be seen by the review panels, comprised of members of the Harford County Cultural Arts Board.

COMPLETION REQUIREMENTS

Applicants are required to complete and submit applications online at Grants Workspace, a secure site of Harford County Cultural Arts Board. The link to Grants Workspace is accessed through www.CulturalArtsBoard.org. Though all submitted documents are available to applicants via Grants Workspace for at least one year after submission, it is strongly recommended that all applicants print and save their completed forms for their own records.

Throughout Grants Workspace, on each form, there are buttons for “save” and “save draft.” Once form is completed and “saved,” there is an additional button to press to “submit.” Once submitted, an onscreen confirmation will appear and an email will be sent to confirm submission has occurred. Until submission is confirmed, the form is not an officially submitted application and will not be considered.

Harford County Cultural Arts Board does not accept responsibility for lost, misdirected, late, incomplete, or unsubmitted applications.

Applications must be submitted before stated deadline. Any extensions or exceptions to official deadlines will not be granted.

Once an application has been submitted, it can no longer be edited.

Once deadlines have passed, forms will no longer be submittable.

Completed forms will always be accessible for viewing or printing.

In the event that a revision is needed and/or requested, applicants must meet all revision deadlines as specified in email communication from Harford County Cultural Arts Board or the application will be considered withdrawn.

APPENDIX A – GLOSSARY

administrative personnel: Individuals employed or contracted by an organization to perform duties related primarily to the management of the organization.

advertising sales: Income derived from the sale of space in printed programs or other advertisements.

agreement: A legally-binding contract between Harford County Cultural Arts Board and a successful applicant setting forth the rights and duties of the parties, which must be executed before grant funds may be disbursed.

artistic personnel: Individuals or groups employed by an organization to create, curate, design, perform, or produce artistic work presented by the organization to general audiences.

arts organization: Harford County Cultural Arts Board defines an arts organization as an organization which produces or presents the arts through public programs or services. This definition is determined as any organizations whose mission and financial statements reflect that the majority of resources are dedicated to producing and presenting the arts. Examples of these include galleries, orchestras, theaters, or art museums.

budget: Estimate of income and expenditure for a set period of time

(CY) calendar year: Budget year that runs from January 1 through December 31.

contracted services: Services rendered under contract to another party (agency, school, organization, company, or individual), and revenues derived from such services.

educational personnel: Individuals employed or contracted by an organization to perform duties related primarily to educational programming and/or teaching.

educational salaries and fees: Salaries, fees, and the cost of benefits paid to educational personnel.

(FY) fiscal year: Budget year that runs on a 12-month period other than January 1 through December 31.

in-kind: Any contribution of service, equipment, supplies, printing, space, or other property made by an individual, organization, or business to an organization, as distinguished from a monetary (cash) donation.

technical personnel: Individuals employed or contracted by an organization for technical management and staff services (e.g., technical directors; stage managers; exhibit preparers and installers; wardrobe, lighting, and sound crews; stagehands; video and film technicians).

venue: Facility or location where arts activities take place.

APPENDIX B – POST AWARD REVIEW PROCESS

Harford County Cultural Arts Board takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on a clearly defined set of criteria. Using these criteria, each grant is assessed by a panel resulting in a numerical score based on how well each criterion is met.

If a grantee would like to learn from the grant application outcome, a post award review may be permitted upon request. All grant awards are final. The purpose of the review is not to change the outcome, but to provide the grantee a better understanding of the review process and to aid in the preparation of future grant applications.

To schedule a post award review, please contact the Harford County Cultural Arts Board Coordinator by midnight of the 15th day following receipt of the grant decision email. The coordinator will schedule a time for either an over-the-phone or a face-to-face review. During the post award review the coordinator will provide the grantee with a summary of the numerical ratings for each criterion along with comments made by the review panel. The names of panel members will remain anonymous. The coordinator will answer questions regarding the grant award process and the scoring algorithm.