

Arts Operating Support Grant Program for Non-Profit Arts and Culture Organizations Guidelines

Program Overview

Artists and arts organizations have been disproportionately impacted by the economic effects of the COVID-19 pandemic due to widespread shutdowns of performances, gatherings for exhibitions and travel and tourism to Las Vegas. In the southern Nevada/Las Vegas community specifically, artists and creative professionals have lost work due to the shutdown of performance spaces at casinos and resorts and the closing of public spaces such as galleries. Overall, the pandemic has impacted a large section of our population.

With support of the American Rescue Plan Act of 2021 and funds allocated to the city of Las Vegas American Rescue Program (ARP), the Department of Parks, Recreation and Cultural Affairs (PRC) will award ARP funds to individual artists and non-profit arts and culture organizations through a competitive grant program. These rescue funds are intended to mitigate financial hardship from the COVID-19 pandemic due to declines in revenue or profits.

Note: Grantees may submit an application for both competitive grant opportunities, but will only be selected for one grant award

Arts Operating Support Grant for Non-Profit Arts and Culture Organizations – Up to \$50,000

Eligibility

Eligible organizations must:

- Have an IRS 501© 3 letter of designation for federal tax exempt status under Section 501(c) (3) for non-profit organization prior to applying for grant and may not use a fiscal agent.
- Be incorporated in and currently conducting business in the city of Las Vegas (shown by the address on the organization's IRS 990 form and/or IRS 501©3 designation letter).
- Be in good standing with State of Nevada and possess Articles of Incorporation
- If applicable, be in good standing with city of Las Vegas Business Licensing with no overdue fines and/or missing documentation. Note: If your organization meets the following two criteria bellow, they will need to have a business license to apply for this grant.
 - Non-profit art organizations with a commercial office are required to have a business license.
 - Non-profit organizations not located in the city of Las Vegas, but sell to customers within the city limits of Las Vegas are required to have a business license.
 - Exemptions from having business license include: Community theatres and non-profit organizations that provide professional services to the public at no cost (pro bono) and hold a federal tax exemption. Reference NRS 364.130 and Title 26 U.S.C. Section 501©.
 - Non-Profit organizations not currently in business as a result of the COVID-19 pandemic can still apply if they can show they had an active business license prior to pandemic dated at least January 2019 – March 2020.
- Must show an annual total revenue of at least \$10,000 (based on the organization's highest revenue year from the past three fiscal and/or calendar years (2019, 2020 & 2021), evidenced by a submitted IRS 990 form and/or financial records). If currently out of business, provide years 2018, 2019 & 2020.
- Must demonstrate financial hardship/impact as a result of the COVID-19 pandemic evidenced by submitted general ledgers that include your organization's operating costs including profit and loss information for the past three years (2019, 2020 & 2021). If currently out of business, provide years 2018, 2019 & 2020. *This information will be used to determine how disproportionately impacted your business was by the economic effects of the COVID-19 pandemic.*

- Have at least a three-year history of arts programming prior to the application deadline and/or prior to pandemic if currently out of business.
- Have and provide a valid Federal Employer Identification Number (FEIN).
- Unique Entity Identifier (UEI#) not required to apply for grant. But, if awarded federal grant funds, all applicants must have or obtain a UEI# from SAM.gov. It can take up to a few days/weeks to receive.

NOTE: Eligible organizations that received American Rescue Plan (ARP) from another organizations may apply to this program as long as there are no overlapping costs during the same grant period.

Not Eligible: Officers of an arts organization that receives an ARP Award under this program.

Program Description

The City of Las Vegas Department of Parks, Recreation and Cultural Affairs (PRC) Arts Operating Support Grant Program for Non-Profit Arts and Culture Organizations will be carried out through one-time grants to eligible non-profit organizations throughout the city of Las Vegas to help those entities recover from the financial impact of the COVID-19 pandemic. Grants will be made to eligible organizations to support the negative impact the pandemic has had on your organization's income and operating costs.

Non-Profit applicants may request a grant amount up to \$50,000. The grant period will be for one year and does not require monthly/quarterly/annual reporting from the grantee.

The Arts Operating Support Grant Program intends to make awards that will impact a broad constituency. We encourage applications from a variety of eligible organizations including:

- Organizations that focus on underserved populations, such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability.
- Organizations with small- to mid-sized budgets.
- Organizations from Southern Nevada within the boundaries of the city of Las Vegas.

The Arts Operating Support Grant Program is committed to diversity, equity, inclusion, and fostering mutual respect for the diverse beliefs and values of all individuals and groups, including:

- Historically Black Colleges and Universities,
- Tribal Colleges and Universities,
- American Indian and Alaska Native tribes,
- African American Serving Institutions,
- Hispanic Serving Institutions,
- Asian American and Pacific Islander communities, and
- Organizations that support the independence and lifelong inclusion of people with disabilities.
- LGBTQIA+ Individuals and Organizations.

Evaluation

The City of Las Vegas recognizes that the financial needs of the field far outweigh the available funds that will be awarded through this program. To expedite the distribution of funds, PRC staff will review applications for eligibility, financial hardship and completeness of application.

A record of the review process will be maintained for all applications. There is no pre-determined number of awards per grant amount. Arts and culture organizations should apply for the amount that most closely aligns with lost revenue during the pandemic up to \$50,000.

Grants awarded may vary from requested amount based on the number of eligible applicants and available funding. Grants will NOT be awarded on a “first come, first served” basis.

Note: Preference will be made for organizations located in the Qualified Census Tracts [QCTs](#) in the Las Vegas-Henderson-Paradise Metropolitan Statistical Area designated by the U.S. Housing and Urban Development Office.

We understand that applying for funding and managing a grant can be a significant undertaking. PRCA staff strives to ensure that every applicant receives the support they need to understand every step of the process. We welcome the opportunity to speak with you about this program. You may contact us with your questions by emailing: artslasvegas@lasvegasnevada.org.

Review Criteria

Applications will be reviewed on the basis of the criteria below, with equal weight assigned to demonstrated need, public and community benefit, artistic excellence and artistic merit. While proposals need not address every criterion marked “as applicable,” applicants may consider all of the criteria when developing their proposals.

Demonstrated Need

- How the COVID-19 pandemic negatively impacted the financial operations of your organization/business.
- Provide evidence that organization/business operated in a qualified census tract [QCTs](#) in the in the Las Vegas-Henderson-Paradise Metropolitan Statistical area designated by the U.S. Housing and Urban Development Office.

Planning and Management

- Qualified personnel plan and manage grant proposal.
- Financial documents provide evidence of financial hardship/impact.

Community Impact

- Clearly demonstrates an understanding of the community to be served and the defined impacts of their organization/business.
- Engage diverse segments of the communities in actions that strengthen the community as defined by the applicant. Potential to serve and/or reach individuals whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability, as applicable.

Artistic Excellence/Artistic Merit

- Quality of the artists, organizations, arts education providers, works of art, and/or services that the proposal will support.

Process for Determining Award Amounts Award amounts will be determined based on the demonstrated negative financial impact to the non-profit organization/individual artists, located within a qualified census tract [QCTs](#), requested amounts and the total applicant pool. Final determination will ensure that a variety of organizations and artists are granted through this program.

Applicants should consider the impact this grant will have in re-starting and re-growing the arts, particularly the number of artists and arts staff employed and the overall economic impact to their organization/business and the community in which they serve. Following the close of the application period, based on the number of applications received, PRC will make a final determination on the size of grants set forth.

Grant Award Requirements

- Fully execute a CLV Arts Operating Support Grant Affidavit, which indicates compliance with established program rules and requirements per the City of Las Vegas American Rescue Program (ARP) Grant's Terms and Conditions.
- Expend funds by December 31, 2023.
- Complete a PRC Post-Award Survey, if applicable.

What Happens to Your Application

- Applications are evaluated according to the "Review Criteria" above.
- After processing by PRC staff, applications are reviewed, in closed session, by a review panel. The panel recommends the proposals to be supported, and the staff reconciles panel recommendations with the funds that are available.
- Applicants are then notified of funding decisions.
- After notification of funding decisions, applicants with questions may contact the staff.
- Any applicant whose request for funding has not been recommended may ask for an explanation of the basis for denial. In such instances, PRC must be contacted no later than 30 calendar days after the official notification.

General Timeline

- Applications Open: September 20, 2022
- Applications Closed: October 20, 2022
- Panel Review Period Closes: November 20, 2022
- Decision Notifications: November 30, 2022
- Execute ARPA Affidavit w/Grantees: December 1, 2022
- Grant Funds Dispersed: January 1, 2023
- Grant Period End Date: December 31, 2023
- Post-Award Grant Survey: January 30, 2024

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How to Apply

Submitting an application is a multi-step process:

- **Register** with [SAM](#) as new applicant to obtain Unique Employer Identification # (UEI) and/or confirm existing information – not required to apply, but will be required if awarded federal funds.

- **Part 2:** Complete the Grant Application through the Department of Parks, Recreation and Cultural Affairs Applicant Portal. This web form is where you will enter all of your application material (e.g., project description, timelines, budget information).

Your organization must create and maintain up-to-date registrations with the System for Award Management (SAM) at <http://sam.gov/>. Registering and maintaining an account with SAM is always FREE. These registrations can take several days/weeks to finalize, so begin this process early! This should allow you time to resolve any issues that may arise.

- If you have difficulty locating the UEI, contact SAM at 1-866-606-8221 or see the [help section](#) of SAM's website.