

FORT WAYNE ARTIST RELIEF FUND GRANT GUIDELINES



Funding is made available by the John S. and James L. Knight Foundation, the Edna Foundation Fund, and charitable donations from the community.

February 2021

PROGRAM OVERVIEW

The Community Foundation of Greater Fort Wayne and Arts United of Greater Fort Wayne have established an Artist Relief Fund to help the following individuals who have lost income due to COVID-19:

- Self-employed artists of all disciplines
- Artists contracted by arts and culture nonprofit organizations
- Employees who have been laid off or furloughed by a nonprofit arts and culture organization or venue

Additional eligibility criteria may apply.

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ROUND 2:

- Applicants who received funding in Round 1 may request up to \$500 to compensate for lost work or income.
- Applicants who have not received funding in the past, may request up to \$500 for lost work or income.
- Applicants may also request up to \$2,000 in Reimagining Your Artist Practice grants.
(Individuals are eligible for direct support AND support for artistic practice.)

APPLICANTS REQUESTING FUNDING TO COMPENSATE FOR LOST WORK OR INCOME

- Funds are to be used for urgent basic needs (food, shelter, caretaking, and healthcare). Artists are not expected to produce work with these funds. Funds are not available to compensate for potential future loss of business or income.
- Timing:
 - Grant applications will be due each Friday as long as funding remains available.
 - Applications will be reviewed on the following Monday of each week.
 - Grant awards and checks will be distributed by Friday of each week.
- Individuals receiving funding will be required to submit a W-9.

APPLICANTS REQUESTING FUNDING FOR REIMAGINING YOUR ARTISTIC PRACTICE

- Funds are intended to be used towards creative ways to reimagine your artistic practice.
- Examples:
 - Technology needs so that you can provide virtual one-to-one instrumental / dance lessons
 - PPE supplies and other safety supplies to allow you to start / continue one-to-one lessons
 - Exploring new markets and audiences
 - Reimagining performance spaces

AM I ELIGIBLE TO APPLY?

This grant program is for:

- Self-employed artists
- Artists contracted by arts and culture nonprofit organizations
- Employees who have been laid off or furloughed by nonprofit arts and culture organizations and venues

All applicants must satisfy these criteria:

- Applicants must be an individual (not an organization or nonprofit)
- Must be 18 years or older
- Must be a resident of Fort Wayne or Allen County, Indiana
- Must be experiencing a dire financial emergency due to the COVID-19 pandemic
- Must provide a W9. We will collect this information after you've been notified of your grant.

Self-employed and contracted artists must be able to satisfy these criteria:

- Demonstrate a sustained commitment to their work, careers, and a public audience.
- Demonstrate that their livelihood depends upon the ability to make, exhibit, perform, publish or sell their work.
- Demonstrate a creative or cultural discipline in one of the following fields:
 - Craft – includes ceramics, fiber, glass, jewelry, metals, and textiles, etc.
 - Dance – includes dancers, choreographers, and teachers of all genres
 - Design Art – includes architecture, fashion, graphic, industrial, interior, landscape architecture
 - Folklife/Traditional Arts – includes storytelling, visual art, craft, and performance traditions informally learned and transmitted in contexts that are characteristic of ethnic, religious, linguistic, occupational, and/or religious groups.
 - Media and Film Art – includes film-making, animation, documentary, and work created using technology or experimental digital media, podcasts, virtual reality, and web-based projects
 - Museum Science or Humanities – includes the presentation, documentation, and/or record-keeping of items that are of artistic or cultural value
 - Music – includes composers, musicians, vocalists, and teachers of all genres
 - Theatre and Performance – includes actors, directors, playwrights, set and costume designers, lighting designers, and audio/visual operators who work in a theatrical or performance venue
 - Visual Art – includes installation, painting, performance art, photography, sculpture, sound art, video, mixed media, etc.

- Writing and Literature – includes fiction, nonfiction, poetry, literature for children, graphic novels, journalism, and arts writing

Employees who have been laid off or furloughed by a nonprofit arts or culture organization or a nonprofit venue must be able to satisfy these criteria:

- Are able to demonstrate that they have lost work because of the closure or reduction of programming by an arts and cultural nonprofit headquartered in Fort Wayne or Allen County.
- Are able to demonstrate that their livelihood depends upon employment by an arts and culture nonprofit headquartered in Fort Wayne or Allen County.

HOW DO I APPLY?

- Applications will be accepted via an online form on a rolling basis until funds are depleted.
- Online forms are found at:
 - www.artsunited.org
 - www.cfgfw.org
- If an applicant has questions or does not have internet access, they should contact:
 - Heather Closson, Grant and Program Manager, Arts United of Greater Fort Wayne, hclosson@artsunited.org or (260) 424-0646.
 - Christine Meek, Vice President of Nonprofit Excellence, Community Foundation of Greater Fort Wayne, cmeek@cfgfw.org or (260) 969-3318.
- Incomplete applications will not be reviewed.

GRANT APPLICATION QUESTIONS

IF YOU RECEIVED FUNDING IN ROUND 1

1. What are your financial needs right now? Select all that apply.
 - Caretaking (unable to afford to care for my dependents)
 - Food (unable to buy groceries)
 - Housing (unable to pay rent or maintain a steady or safe living situation)
 - Medical (unable to procure necessary medications for pre-existing or current conditions)
 - None of the above
2. Level of Hardship (Please help us understand your level of financial hardship.)
 - Severe Financial Distress – I have limited or no savings. I'm unable to cover basic needs such as food and rent.
 - Financial Distress – I will have to dip into limited savings. I may not be able to pay all my bills.

- Financial Strain – The loss of income impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for by business/creative pursuits.

IF YOU DID NOT RECEIVE FUNDING IN ROUND 1

1. Name and Contact Information of the Individual Applying for Assistance. Please note that your name and contact information will never be disclosed or shared without your permission.

- Name
- Home mailing address
- Phone number
- Email address
- Date of birth

The following questions will help us understand your artistic practice or employment.

2. Which of the following describes your circumstance? (Select all that apply)

- Self-employed artist
- Artist contracted by an arts and culture nonprofit organization
- Employee who has been laid off or furloughed by a nonprofit arts and culture organization or venue
- None of the above

3. If you are a self-employed or contracted artist, what artistic discipline do you practice?

- Craft
- Dance
- Design Art
- Folklife/Traditional Arts
- Media and Film Art
- Multidisciplinary
- Museum Science or Humanities
- Music
- Theatre and Performance
- Visual Art
- Writing and Literature
- None of the above
- I am not a self-employed or contracted artist.

4. In under 300 words, please share a brief biography highlighting your work, career, practice, and accomplishments. If possible, please provide a URL to your website, social media, press link or other digital presence that demonstrates your work.

5. Please upload any documentation that serves as evidence of your artistic practice or employment. This may include your bio, employment letters, contracts, images of your work, listing in gallery brochures or playbills, etc.

The following questions will help us understand your financial circumstances.

6. Please select all statements that apply to you.

- I have lost full-time, part-time, or contract-based work due to COVID-19
- I am unsure when I will make any income again
- I have no financial safety net (savings, assets, family resources, etc.)
- I have unmanageable debt
- I have medical expenses associated with a diagnosed or suspected case of COVID-19
- I do not have health insurance

7. In under 300 words, please describe how your income is being affected by Coronavirus (COVID-19) and where you urgently need support right now.

8. What are your financial needs right now? Select all that apply:

- Caretaking (unable to afford to care for my dependents, which could include children, elders, or other loved ones)
- Food (unable to buy groceries)
- Housing (unable to pay rent or maintain a steady or safe living situation)
- Medical (unable to procure necessary medications for pre-existing or current conditions)
- None of the above.

9. Please help us understand your level of financial hardship:

- Severe Financial Distress – I have limited or no savings. I'm unable to cover basic needs such as food and rent.
- Financial Distress – I will have to dip into limited savings. I may not be able to pay all my bills.
- Financial Strain – The loss of income impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits.

The following questions will help us understand the overall needs of the individuals who apply for this program. Your responses to these questions will not disqualify you from receiving a grant or reduce your grant award.

11. What is the minimum amount of money you need to cover your immediate expenses in the next 30-60 days?

12. Do you have an additional source of income besides your artistic practice or cultural employment? If yes, please provide a brief description.

13. Have you applied for Unemployment Assistance through the Department of Workforce Development?

Your application is now completed!

We are now asking for a few more moments of your time with a voluntary survey.

We are committed to equity and inclusion and view data as an essential tool to ensure that this program is reaching people in need. This information is being collected for reporting purposes and does not affect your eligibility or selection.

Fort Wayne Artist Relief Fund Grant Guidelines

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14. I identify as: (please select all that apply) (optional)

- Arab or Middle Eastern
- Asian, South Asian, or Southeast Asian
- Black or African-American
- Latinx
- Native or Indigenous
- Native American, Alaskan Native, or Native Hawaiian
- White or Caucasian
- Biracial or Multiracial
- Other
- I prefer not to answer

15. I identify as: (please select all that apply) (optional)

- Agender
- Cisgender
- Female
- Genderqueer
- Intersex
- Male
- Nonbinary
- Third gender
- Transgender
- Two Spirit
- I prefer to self-identify
- I prefer not to answer

16. I identify as LGBTQIAP+. (optional)

- Yes
- No
- I prefer not to answer

17. I identify as disabled. (optional)

- Yes
- No
- I prefer not to answer

18. Please select the statements that apply to you. (optional)

- I have a chronic illness or underlying condition
- I am over 60 years of age
- I am pregnant or my partner is pregnant
- I am a single parent
- I am financially responsible for dependents (children, elders, others)
- My citizenship status puts me at risk
- I am a refugee
- I am at elevated risk for a reason not listed here
- None of the above

APPLYING FOR FUNDS TO REIMAGINE YOUR CREATIVE PRACTICE

1. Amount Requested (Cannot exceed \$2,000)
2. Project or Grant Description
 - Describe your project or grant request in detail.
 - Include what will be the end result of the project or grant, how you'll use the funds, all major activities involved (i.e. research, preparation, creation, events, activities that engage the public, etc.) and links to supporting information (like a workshop website).
3. Goals and Career Development
 - What are your artistic career goals? How will this project or grant help you reach those goals? Be specific and don't assume panelists will connect the dots on their own.
4. Upload your artist resume.
 - Resume submission must be formatted in Word (.doc, docx) or PDF format. If you need assistance with resume formatting, contact Lisa Pickerman at 260-969-3304 or lpickerman@cfgfw.org.
 - Your resume should include educational experience, professional employment or other opportunities related to your creative work and your proposed project; it should not be exclusively a list of shows, performances or publications.
5. Please upload a sample of your work or provide a web link where it can be viewed. This should show the reviewers that you have the skills necessary to accomplish the project goals.
6. Projected Cash Income
 - List (and detail) your projected income. Include your project or grant request. Do not include in-kind. (It's ok if the grant is the only source of income).
7. Projected Cash Expenses
 - List (and detail) your projected expenses. Do not include in-kind. Provide a brief description of each. Projected Cash Expenses should not exceed your Projected Cash Income.
8. Budget Explanation
 - Describe how you estimated the expenses and income above. E.g. If equipment rental is listed in the expense line, describe the equipment and the vendor. Links to online listings or quotes are helpful.

Your application is now completed!

EVALUATION CRITERIA

A small review committee will evaluate and prioritize applications based on the following criteria:

1. Does this individual closely match the eligibility criteria?
2. Did this individual complete the entire application?
3. Does this individual demonstrate that his/her/their work was lost as a result of COVID-19?
4. Does this individual demonstrate an immediate financial hardship and a need for this grant?

The following procedural guidelines are subject to change based on demand and need. Applications will be reviewed on a weekly basis, on a first-come, first-served basis.

The review committee will keep information about individual applicants strictly confidential.