Guidelines & Application for GRIT Grants for Arts and Cultural Organizations

Overview:
The Arts Council of Greater Lansing is pleased to announce the GRIT Grants program, a one-time funding opportunity made possible through the generosity of the National Endowment for the Arts’ (NEA) American Rescue Plan Grants. The Arts Council is serving as a subgranting agency for $200,000 in federal funds to be distributed to individual artists and nonprofit arts and cultural organizations based in Clinton, Eaton and Ingham counties. The program has two branches: grants for individual artists and grants for nonprofit arts and cultural organizations.

Purpose:
Gaining Recovery in Transition (GRIT) Grants serve as an opportunity for the Greater Lansing region to fuel the grit we are known for – especially the arts and culture community thriving here. Those that are organizing in the arts can apply for funds to gain, recover or transition into a new echelon of their GRIT. Grants are intended to provide financial assistance and economic recovery from the COVID-19 pandemic to Greater Lansing’s arts and culture community. Awards will be competitive.

Eligibility Criteria:
- Applicants must have non-profit status as evidenced through IRS tax determination letter (501(c)3). Organizations must reside or be headquartered in the Greater Lansing Region (Clinton, Eaton and Ingham counties). The Arts Council defines an arts and cultural organization as one whose primary mission is dedicated to cultural activities: the performing arts (music, dance, theatre), visual arts, literature, film, or whose primary mission is the promotion of their culture through educational and/or artistic activities
- Units of local government are also eligible to apply – please contact staff for details
- Fiscal sponsorships are not allowed for this opportunity. (The organization applying must be applying from their own organization and NOT on behalf of another entity)
- Organizations cannot apply as a pass-through entity for further subgranting
- All applicants must be registered with the System for Award Management (SAM) at the time of application (which provides a Unique Entity Identifier). The SAM registration must be current at the time a grant is made and throughout the life of the award. Quick Start Guide for Getting a Unique Entity ID (PDF)
- Organizations may submit one GRIT Grants program application
• You may apply to the GRIT Grants program even if your organization is receiving other ARP or CARES Act funds from the state or federal level. However, please note that there should be no overlapping costs or activities.  
• Applications must be complete to be eligible for review.

Grant amount:
Total funds to be awarded through GRIT Grants for Organizations: $180,000.  
Grant Amount: Applicants can request $10,000, $5,000 or $2,500 may be awarded.  
No cost share or match is required.

Allowable costs: This grant CAN fund:
• 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.  
• Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).  *These are the only supplies that can be funded through this grant.*  
• Facilities costs such as rent and utilities, e.g., electric, phone, gas bills. Note: Costs related to home offices, upgrades to HVAC/ventilation systems, and other capital improvements are unallowable.  
• Marketing and promotion costs.

Examples of allowable costs:
• A museum staffs security guards for ongoing protection of the collection (a regular function of the museum’s operations).  
• An organization hires/contracts with IT experts to address its website as part of ongoing marketing and promotion, or to upgrade technology to improve virtual engagement.  
• An arts education organization whose day to day work is developing and presenting educational programs pays rent for continued use of their offices and classrooms.  
• A community theatre purchases facemasks and hand sanitizer for use by volunteer ushers during performances.

Unallowable costs: This grant CANNOT fund:
• Alcoholic beverages, concessions, food, clothing, artwork or other items for resale.  
• Construction, purchase, or renovation of facilities and land purchase costs.  
• Costs supported by any other federal funding.  
• General fundraising, and general miscellaneous or contingency costs.  
• Lobbying and social activities such as receptions, parties or galas.  
• Mortgage interest, fines and penalties, bad debt costs, deficit reduction or lost revenue.  
• Relief funds to alleviate financial hardship (i.e., rent or food assistance to individuals).  
• Travel costs, vehicle purchases and visa costs paid to the U.S. government.  
• Voter registration drives and related activities.
**Funding Priorities:**
Organizations led by and that serve underserved communities and persons, whose opportunities to experience the arts are limited by factors such as age, culture, disability, ethnicity, economics, geography, gender identity, language, nationality, race, religion, and sexual orientation will be given weighted priority in the granting process.

Organizations who demonstrate that the COVID-19 pandemic has impacted their operations will be given weighted priority in the granting process.

Organizations applying with a match to grant funds, while not required, will be given weighted priority in the granting process.

**Application Timeline:**

Applications open, guidelines available: April 22, 2022  
Grant Workshop at Gier Community Center: April 29, 2022  
Grant Workshop at Letts Community Center: May 16, 2022  
Grant Workshop at Foster Community Center: June 9, 2022  
Optional early review deadline: June 17, 2022 **See Technical Assistance**  
Application deadline: 11:59 p.m., July 1, 2022  
Notification: On or before August 26, 2022  
Grant Period (funds expended between) September 1, 2022 to August 31, 2023

**Grant Review Process:**

Applications will be reviewed by designees of the Arts Council of Greater Lansing or representatives who live and/or work in Clinton, Eaton and Ingham counties. Panelists will recommend awards based on review and scoring of applications. Decisions of the panel may not be appealed. However, applicants may ask for reviewer notes.

**Grant Panelists:**

Panelists will be selected from a roster of candidates recommended and approved by Arts Council of Greater Lansing staff. Panelist criteria include:

- Cultural competency with one or more cultural communities of color  
- Knowledge of and ability to assess artistic excellence in one or more disciplines represented in applicant pool  
- Familiarity with arts management and nonprofit financials  
- Past experience on a grant panel  
- Familiarity with the Greater Lansing region  
- Understanding of project management and fiscal responsibility  
- Capacity to review impartially and state conflict of interest
Criteria for Scoring:

Applications are reviewed and scored on a 100-point scale. Applications with a review score of 80 or below may not be recommended for funding.

*Artistic Excellence — 20 points*
Does the organization demonstrate high quality programming?
Does the organization demonstrate expertise in their field?

*Artistic Merit — 20 points*
Does the organization communicate the value and impact of current or future work to their mission, artistic field, artists, audience, community and/or constituency?
Does the organization demonstrate that they are accessible, inclusive and non-discriminatory?

*Organization Description, Management and Leadership — 30 points*
Does the applicant succinctly describe the organization’s mission, history and programming?
Does the organization demonstrate effective management and board engagement?

*Organization Budget and Fiscal Competence — 20 points*
Do the budget history and financial policies demonstrate fiscal competence?
Does the organization demonstrate a need for financial assistance?
Are all expenses listed in the proposed budget allowable costs?

*Completeness and clarity of the application — 10 points*
Are the application and attachments complete, accurate and clearly communicated?

Technical Assistance

Technical assistance regarding the grant application is available by contacting program staff at grit@lansingarts.org or by calling (517) 372-4636. An optional early review is available: please email staff your draft application by June 17, 2022. **Early review consists of staff checking your application for completeness and technical errors.

Para ayuda en español, contáctenos por email grit@lansingarts.org o teléfono (517)853-7583.

Application Process:

General grant information is available at the Arts Council’s website. The application is available online via Slideroom. A free applicant account is required to apply. A how-to guide for navigating the Slideroom application portal is also available on the Arts Council’s website.

All applications must be submitted by 11:59 p.m., July 1, 2022. Slideroom will not accept applications after this time.
Application Components:

Upload all attachments electronically with your application at lansingarts.slideroom.com. ALL files should be uploaded as a PDF.

I. GRIT: Organization - Applicant Information
II. GRIT: Organization - Project Information
III. GRIT: Organization - Budget Information
   A. Grant Dollar Itemization - In your own format, itemize (explain) each line from the Budget page of the application form. Round numbers to whole dollars (do not include cents). Provide a detailed explanation showing where an income item came from and how an expense item would be used. A template is provided on Lansingarts.org, if you would like to utilize this format.

IV. GRIT: Organization - Required Attachments
   A. Proposal Narrative - Narrative must be no more than 4 pages, typed single spaced, letter size. Strong applications will use a 12 point font with 1” margins on all sides. Narrative is to include:
      1. Organization Capacity and Management
         a) Define the organization’s mission and how the programming offered by the organization advances it
      2. Describe the qualifications of the organization’s board and professional staff
      3. Financial
         a) Briefly describe the organization’s financial policies
         b) Demonstrate the organization’s need for financial assistance
         c) What financial and administrative changes has your organization made or will your organization make in the next year to ensure the long-term stability of the organization in response to the impact of COVID?
      4. Artistic Excellence and Merit
         a) Describe how the organization defines/evaluates quality in their produced and/or presented programs
         b) Detail the organization’s programming, population served and impact
      5. Equity
         a) Describe how the organization is led by and/or serves underserved communities who have limited access to the arts
         b) Detail how the organization demonstrates accessibility, inclusivity, and non-discrimination in their programming
         c) Explain the organization’s use of culturally relevant and responsive outreach strategies to engage systemically marginalized communities.

   B. Proof of Non-Profit Status - Non-profit tax exempt organizations must submit an IRS tax determination letter and proof of Michigan non-profit incorporation (such as copy of their articles of incorporation).
C. **Board of Directors and Key Personnel** - Provide a list of current Board of Directors and key personnel for your organization, including, but not limited to, program directors, managers, participating artists, curators, cultural professionals, etc. Include a list of your organization’s governing board members and their professional affiliations.

D. **Organizational Operating Budget** - Provide a detailed operating budget showing estimated expenses and income for the organization’s most recently completed fiscal year. You can submit up to three years of budget history.

E. **Supplemental Materials** - You may provide up to three work samples to help reviewers get a better sense of the impact your organization has and strengthen the application. This can include programming history, marketing materials, letters of support, media links, photos, etc. File size must be 10MB or smaller.

V. **GRIT: Organization – Certification and Assurances**

**GRANT APPLICATION MUST BE SUBMITTED BY 11:59 PM, JULY 1, 2022.**
The Slideroom system will not accept applications after this time. Incomplete applications will not be accepted by the system.

**Compliance and Reporting:**
Applicants must be prepared to comply with flow-down federal regulations and policy requirements, as outlined by the NEA’s [Specific Terms and Conditions, Appendix C](#). Compliance includes but is not limited to prohibiting discrimination, ensuring accessibility, and protecting environmental and historical resources. Required forms will be given at time of award.

**Notification, Payment, and Contracts:**
The Arts Council of Greater Lansing will notify applicants of the outcome on or before August 26, 2022. Upon notification, grantees will be required to sign a grant agreement detailing terms for the use of funds (Grantees will be awarded 75% of total funds upon receipt and approval of contract and the remaining 25% upon completion and approval of the final report). Awardees will recognize the NEA and the Arts Council of Greater Lansing through publicity and/or promotional materials. Finally, they will submit a final report due to the Arts Council of Greater Lansing on or before September 30, 2023, including: a narrative summary of programming and grant outcomes, an itemized budget and publicity and promotional materials.
Frequently Asked Questions (FAQs):

**How do I register with sam.gov and acquire an UEI?** Please refer to these links for help with registration: SAM.gov Unique Entity Identifier update, Video on getting a UEI, and Quick Start Guide for Getting a UEI.

**In practice, how do I comply with federal regulation and policy requirements?** In short, review Appendix C and be prepared for review and questions from the Arts Council and National Endowment for the Arts. Of note for organizations: applicants need a Section 504 Workbook on file, a staff member designed as a 504 Coordinator, and a published statement of a drug-free workplace program distributed to each employee involved with award-supported activities. Other requirements are standard for nonprofit organizations: ensuring accessibility, no discrimination, etc.

**Do I need matching funds to apply?** Matching funds are NOT needed to apply, but do strengthen an application.

**How much can I request in funds?** Requests can be made for $10,000. Though the Arts Council may grant awards in the amount of $5,000 or $2,500.

**Are materials available in languages other than English?** Arts Council staff can translate documents into and provide technical assistance in Spanish. Interpretation and translation into other languages is available upon request.

**What is an indirect cost?** Please refer to his NEA guide for information on indirect costs: https://www.arts.gov/sites/default/files/Indirect-Cost-Guide-for-NEA-Grantees.pdf

**How do I register my organization as a non-profit and receive an IRS tax determination letter (501(c)3)?** Visit this webpage for more information: https://bit.ly/37hBQhk.

**Can I receive funding as both an individual artist and nonprofit organization?** Yes, so long as grant funds do not support the same project and budget expenses do not overlap. For example, Xochitl makes a living 1) teaching and performing dance, and 2) working as program director of a performing arts center. She could NOT receive funding both as an individual and an organization if she would receive an artist stipend for performing and salary support for programming those SAME dance performances.

**What will I be required to report?** Aside from a narrative summary, budget, and promotional materials, recipients will be asked to report the number of people hired and paid by grant funds - divided into two groups, artists and non-artists - and the number of people engaged by the project - differentiating between adults and children, and between in-person and virtual engagement. Grant recipients will be required to maintain records, including expense receipts, for 3 years following approval of the Art Council’s final report to the NEA.