

INSTRUCTIONS FOR DIGITAL GRANT PROCESS 2020-2021

Arts Organizations & Arts Programs (AOAP)

DUE DATE: January 15, 2020

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED

(If this due date is missed, an application may be submitted to Entry Track in February)

AOAP DESCRIPTION:

AOAP Track supports qualified applicants that provide consistent levels of artistic programming and/or arts services in Pennsylvania.

AOAP ELIGIBILITY:

- Currently funded in the PCA's AOAP Track, or transition into AOAP from Entry Track, PPA Program Stream, or Preserving Diverse Cultures, as approved by the PCA's governing Council.
- An average fiscal size of more than \$200,000.
- Organizations must be nonprofit, tax-exempt corporations, a unit of government, or school district providing arts programming and/or arts services in Pennsylvania. Organizations are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded.

AS OF GRANT YEAR 2019-2020:

- Payments for grant agreements must be made on a **reimbursement** basis.
- **Grantees must submit receipts and proof of payment of those receipts in order to be reimbursed for those expenses with the PCA grant.**

NEW FOR GRANT YEAR 2020-2021: Once a grantee is in AOAP, they will submit an annual Update Application that will be reviewed by PCA staff for any significant changes in finances, leadership, programming, or other factors that may have an adverse impact on the applicant's ability to meet the terms of the grant agreement. A PCA staff member may contact applicants about these changes to obtain additional information.

FUNDING PROCESS:

- Update Applications are submitted online to the PCA.
- PCA staff review applications and address any questions.
- The Council annually reviews funding options and sets the parameters for funding. Awards are generally approved at the July Council meeting.
- Those receiving awards will be sent a letter outlining the next steps in the grant process.

HOW TO APPLY:

STEP 1. READ THIS DOCUMENT.

STEP 2. REGISTER and APPLY THROUGH Pennsylvania Department of Community and Economic Development's (DCED) <https://www.esa.dced.state.pa.us>.

STEP 3. SUBMIT ONLINE by JANUARY 15, 2020. No hard copies are required.

NEED HELP?

For **technical and login questions**, contact DCED customer service at: 800-379-7448.

For questions about **content and attachments**, contact one of these PCA staff members:

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