

GUIDELINES FOR DIGITAL GRANT PROCESS 2022-2023 ARTS ORGANIZATIONS AND ARTS PROGRAMS (AOAP)



Agency Mission

To strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.

Overarching Value:

Diversity, Equity, and Inclusion
Promote equitable access for all Pennsylvanians to participate fully in a creative life and in the diverse forms of arts and culture in the commonwealth.

arts.pa.gov

DUE DATE: January 18, 2022, 5 p.m. EST
PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED
GRANT ACTIVITY PERIOD: July 1, 2022 - June 30, 2023

Description

AOAP Track supports qualified applicants that provide consistent levels of artistic programming and/or arts services in Pennsylvania. The performance period for the grant is July 1, 2022 - June 30, 2023.

Organizational eligibility

- Currently funded in the PCA's AOAP Track or transitioned into AOAP from Entry Track or Preserving Diverse Cultures, as approved by the PCA's governing Council.
- An average revenue size of about \$200,000 or more. PCA determines revenue size by a three-year average of *Line 12-Total Revenue* of an organization's Form 990-Department of the Treasury-Internal Revenue Service. For non-arts organizations, applicants must certify their total earned and contributed revenue for the arts-specific-program referenced in the application. In-kind is not included.
- PCA Pennsylvania Partners in the Arts partners must apply in AOAP regardless of their revenue size.
- Organizations must be nonprofit, tax-exempt corporations, or a unit of government, providing arts programming and/or arts services in Pennsylvania. Organizations are required to provide proof of incorporation before applications are reviewed or funds awarded.

Funding process

- Applications are submitted online to the PCA.
- PCA staff reviews applications 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.
- The Council annually reviews funding parameters for AOAP. 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, including the reimbursement payment process.
- Reimbursement materials are due no later than 30 days after the grant period closes (July 30, 2023). Grants will be cancelled in the event that grantees fail to submit reimbursement materials by July 30, 2023.
- Grantees that fail to meet material terms and conditions of a grant agreement, including but not limited to, submission of a final report and reimbursement materials, will be removed from the AOAP program.

How to apply

STEP 1. READ THIS DOCUMENT.

STEP 2. REGISTER and APPLY THROUGH Pennsylvania Department of Community and Economic Development's (DCED) Electronic Single Application (ESA):

<https://www.esa.dced.state.pa.us>.

STEP 3. SUBMIT ONLINE by JANUARY 18, 2022. No hard copies are required.

Please note that you **MUST** [sign up for ACH](#) grant payments if you have not already done so.

Need help?

For technical and login questions, contact DCED customer service at: 800.379.7448.

- For all questions, concerns, and issues with Keystone Login call: 877.328.0995.
- For questions about **content and attachments**, contact one of these PCA staff members:
Ian Rosario: irosario@pa.gov 717.525.5548
Seth Poppy: spoppy@pa.gov 717.787.1520
Amy Gabriele: agabriele@pa.gov 717.525.5547

More details and instructions on certain components of the application process can be accessed here:
<https://www.arts.pa.gov/Documents/PCA%20Grants%20Management%20Checklist%20for%20Applicants.pdf>

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General Facts

- Create a New Keystone Login Account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the [Keystone Login Service](#)
 - Keystone Login account assistance or password resets, please contact the Keystone Global Help Desk at 877-328-0995
- If you need application technical assistance, please contact the DCED Customer Service Center Monday-Friday 8:30AM-5PM at 800-379-7448

Applications are best applied for by using Internet Explorer or Google Chrome and have not been tested with other browsers.

Login

What's New?

For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password



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Commonwealth of Pennsylvania, Department of Community and Economic Development (DCED)

Single Application for Assistance, Version Release 6.3.1.0n8