

GUIDELINES FOR Arts Organizations and Arts Programs (AOAP)

DUE DATE: January 17, 2023, 5 p.m. EST

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED

GRANT ACTIVITY PERIOD: July 1, 2023 - June 30, 2024

AOAP Description

AOAP Track supports qualified applicants that provide consistent annual levels of artistic programming and/or arts services in Pennsylvania. Activities and services generally must have a community component. One application per applicant per year may be submitted. Eligible uses of grant funds include but are not limited to operating, programming, or project expenditures. The performance period for the grant is July 1, 2023 - June 30, 2024.

NEW

Please note that grant awards may be subject to National Endowment for the Arts', a federal agency, General Terms and Conditions-Appendix A:

<https://www.arts.gov/sites/default/files/GTC-PARTNERSHIP-FY21-rev-6.28.22.pdf>

Organizational eligibility

Applicants must:

- Be a nonprofit, tax-exempt corporation, or a unit of local government (counties, cities, boroughs, townships, and municipal authorities). Pre-K -12 public, private and parochial schools including all charter schools are NOT eligible. (K-12 schools should contact the Arts in Education Program of the PCA for other opportunities).
- Be located in Pennsylvania, except for nonprofit, tax-exempt corporations acting as a fiscal sponsor on behalf of an unincorporated group or not-for-profit limited liability company (LLC) that is located in Pennsylvania.
- Be registered with the Pennsylvania Bureau of Corporations, except for local governments and fiscal sponsors.
- Have a history of at least TWO years of consistent arts programming in Pennsylvania.
- Have an annual average arts revenue over \$200,000. PCA determines revenue size by a two-year average Total Revenue of an organization's Form 990-Department of the Treasury-Internal Revenue Service. Non-arts organizations and/or arts organizations whose 990 is postcard, must attach a board/committee approved arts-specific program financial statement for their most recently completed two fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses. In-kind is not included.
- PCA Pennsylvania Partners in the Arts partners must apply in AOAP regardless of their revenue size.

Unincorporated groups or Pennsylvania not-for-profit limited liability companies (LLCs) must apply through a nonprofit, tax-exempt organization that acts as a fiscal sponsor. **Individuals and LLCs with fewer than two organizers/members are not eligible to apply.**

Fiscal Sponsorships

Unincorporated groups and Pennsylvania not-for-profit LLCs with more than two member conducting arts activities in Pennsylvania for an expressly not-for-profit purpose must apply to the PCA through a nonprofit, tax-exempt organization that serves as a fiscal sponsor. LLCs applying through a fiscal sponsor must meet the same requirements as other applicants, except for tax-exempt status. If an LLC has a purpose that is not-for-profit, its purpose must be stated in its certificate of organization filed with the Pennsylvania Department of State, a copy of which must be included in the application materials. Groups applying through a fiscal sponsor must meet the same requirements as other applicants, except for tax-exempt status and being registered with the Pennsylvania Bureau of Corporations.

The fiscal sponsor is responsible for the administration of the grant award agreement (contract), including all reporting requirements, has discretion and control over the grant funds, and may charge a reasonable fee for its services. The fiscal sponsor receives the grant payment directly from the PCA and is responsible for ensuring the completion of the final reports.

Fiscally sponsored groups must have a fully executed, active agreement with the fiscal sponsor, a copy of which must be submitted with the application materials.

New Guidance:

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](https://www.arts.pa.gov)

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Parent (and Related) Organizations

A parent organization that includes separately identifiable and independent components (e.g., a university campus that has a presenting organization and a radio station) may apply for each such eligible component.

An eligible independent component must be a unit that is both programmatically and administratively distinct from the parent organization. This independent status is demonstrated by the component's:

- Unique mission, separate and distinct from the parent entity;
- Dedicated staff, with duties specific to the mission of the component;
- Independent board/committee, mostly consisting of members not associated with the parent entity and generally functioning with substantial oversight and management of the component;
- Separate budget, maintained by the component; and
- Two-year history of arts programming undertaken by the component.

To qualify as an eligible independent component, it should be equivalent to a stand-alone institution. A parent organization should consult with PCA staff to verify eligibility of the component before preparing an application.

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 communication 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, 2024). Grants will be cancelled in the event that grantees fail to submit reimbursement materials by July 30, 2024.**
- 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 17, 2023. 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 also be accessed here:

<https://www.arts.pa.gov/Documents/PCA%20Grants%20Management%20Checklist%20for%20Applicants.pdf>

About PCA

The Pennsylvania Council on the Arts (PCA) is a state agency under the Office of the Governor. The PCA's mission is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts. By leveraging the immense potential of Pennsylvania's arts and cultural sector, the PCA supports jobs, builds community, inspires lifelong learning, promotes the commonwealth nationally and internationally, and sparks innovation. For more information about the PCA, visit arts.pa.gov.