

GUIDELINES FOR ENTRY TRACK

DUE DATE: February 15, 2023, 5 p.m. EST

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED

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

ENTRY TRACK Description

Entry track is the point of entry for organizations or programs to the Arts Organizations and Arts Programs track (AOAP). Entry track supports eligible arts organizations and arts programs that have a history of at least TWO years of consistent arts/cultural programming. Applicants stay in Entry track until recommended for AOAP, based on panel review and assessment totals.

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 of 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 ENTRY regardless of arts 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 to this effect, a copy of which must be submitted with the application materials.

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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New Guidance:**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.

Application process

- Applications are submitted online to the PCA.
- PCA staff reviews applications for eligibility.
- Applications are reviewed by advisory panels. Panels evaluate each application based on published PCA criteria (see below).
- The Council annually reviews funding parameters. 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.
- Payments for grant agreements must be made on a **reimbursement** basis. To request payment, the grantee must submit an invoice and documentation of payment for eligible expenses (e.g., as applicable, paid invoices, staff payroll, cancelled checks, debit slips, or other payment documentation) incurred during the performance period. Eligible expenditures include but are not limited to salaries, contractor fees, facility costs and capital expenses that support the grantee's artistic mission and programs.
- **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 ENTRY TRACK.

Application Review CRITERIA

Applications are evaluated by advisory panels based on the following criteria:

Community Value

Applicant Demonstrates:

- Artistic offerings and/or services that strengthen its community culturally, educationally, and/or economically.
- Artists and artistic offerings and/or services involve and are meaningful to the community being served.
- Relevant arts learning opportunities for community members.

Diversity, Equity, and Inclusion Value

Applicant Demonstrates:

- Apart from being audience members or beneficiaries, community members are central to the design of the applicant's work.
- Plans and action-oriented practices toward diversity, equity, inclusion, and access in ways that are relevant to your community, including reaching new audiences.

Stewardship Value

Applicant Demonstrates:

- Planning processes appropriate to the organization, mission, and goals.
- Capacity to carry out programs and projects as planned.
- Appropriate financial planning and oversight practices.

Required Attachments (if any of these are not submitted, the application will not be considered for funding)

- IRS Determination Letter confirming nonprofit 501(c) status (does not apply to Local Governments)
- ***For arts organizations:*** attach your TWO most recently submitted form of 990 IRS tax filings.
- ***For non-arts organizations:*** attach a Board/Committee approved arts-specific program financial statement for your 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.
- ***For those applicants being fiscally sponsored:***
 - Attach the fiscally sponsored entities' arts-specific program financial statement for your TWO most recently completed fiscal years. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.
 - Attach the Sponsorship Agreement between the fiscal sponsor and the entity being sponsored.
 - **LLCs MUST also submit its Certificate of Organization-Domestic Limited Liability Company filed with the Pennsylvania Department of State Bureau of Corporations and Charitable Organization's-At least three organizers/members must be listed in the Certificate of Organization.**
- Provide a succinct (no more than one page) list of arts activities (for example: 3 concerts; 2 workshops; 5 exhibitions)-THIS WILL BE SHARED WITH THE PANEL. You may submit up to three links to artistic content or programmatic highlights you generated during the previous two years. (Note: links can be to file sharing sites (Google Drive, DropBox, etc.), YouTube, Vimeo, websites, Instagram accounts, etc. Please be sure to grant proper access, as applicable.

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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 FEBRUARY 15, 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:

Jamie Dunlap jadunlap@pa.gov 717.525.5542

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](#).

Appeals Process

PCA recognizes that errors may occur in the PCA application process. PCA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions and bring them to the attention of the PCA. Appeals may result in an increase in the PCA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the error or omission had a substantial effect on the evaluation and assessment of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the evaluation and assessment of the advisory panel. Disagreement with the judgment of the advisory panel or the amount of the award is not grounds for an appeal.

Applicants considering an appeal should contact the PCA for advice and guidance. The appeal of an award decision must be made in writing within ten business days from the date of the notification of the award. Letters of appeal should be addressed to the PCA. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is supported, funds will be awarded only if they are available.

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.

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