



INSTRUCTIONS FOR DIGITAL GRANT PROCESS

COVID-19 NEA GRANTS TO THE ARTS

DUE DATE: FRIDAY, JUNE 12, 2020 at 5:00 p.m. EST

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED

DESCRIPTION:

Through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Pennsylvania Council on the Arts (PCA) received \$527,000, via the National Endowment for the Arts (NEA), to distribute to Pennsylvania arts organizations and programs affected by the spread of COVID-19. The PCA will award one-time grant support through the COVID-19 NEA Grants to the Arts to all eligible applicants that submit timely and complete applications and are able to meet the grant and federal reporting requirements.

ELIGIBILITY:

- Be a Fiscal Year 2019-2020 awardee of the PCA's Arts Organizations & Arts Programs (AOAP) program.
- Have full-time or part-time paid staff dedicated to the applicant's artistic mission.
- **Have obtained a DUNS number. A DUNS number is a requirement to accept a federal grant. Government Grants are being expedited to receive a DUNS number at this time (current processing time is approximately 48 hours).**

If you do not already have a DUNS number, you can obtain one by going to:

ONLINE: www.dnb.com/duns-number.html

PHONE: 1.866.705.5711

YOU MUST INCLUDE THIS NUMBER IN YOUR APPLICATION TO BE ELIGIBLE FOR THESE FUNDS.

- Have ongoing operations.

GRANTS WILL BE NON-MATCHING/NON-REIMBURSEMENT & USES OF FUNDS LIMITED TO THE FOLLOWING:

Ongoing operational expenses BETWEEN JULY 1, 2020-DECEMBER 31, 2020:

- Salary support (full or partial) for one or more positions that are critical to an organization's artistic mission.
- Fees for artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.
- Facilities costs, such as rent and utilities.

GRANT AMOUNTS:

Grant amounts will be determined based on the number of eligible and complete applications received. Based on available funds, the PCA anticipates that grant amounts will range between \$1,500 and \$3,000.

FUNDING PROCESS:

- Applications are due online to the PCA by **JUNE 12, 2020 at 5 p.m. EST.**
- PCA staff will review applications for eligibility and completeness and address any questions.
- Council will act on grantees and award amounts.
- Those receiving awards will be sent a notification outlining the next steps in the grant process.

HOW TO APPLY:

STEP 1. READ THIS DOCUMENT.

STEP 2. APPLY THROUGH Pennsylvania Department of Community and Economic Development's (DCED) Electronic Single Application (ESA) platform: esa.dced.state.pa.us.

STEP 3. Select the "**COVID 19-NEA-Grants to the Arts**" application type.

STEP 4. SUBMIT ONLINE by JUNE 12, 2020 at 5 p.m., EST. No hard copies of any kind are required.

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 717.934.8397; Dana Payne: danpayne@pa.gov 717.934.8373;

Amy Gabriele: agabriele@pa.gov 717.934.8381; Matthew Serio: mserio@pa.gov 717.787-1523;

Sarah Merritt: skmerritt@pa.gov 717.934.8372

Please note that you are strongly encouraged to sign up for ACH grant payments if you have not already done so. Here is the link to sign up for ACH: <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx>