



Re-CREATE: Ellicott City

Artist Relief Fund 2018

Guidelines

Deadline: August 22, 2018

Introduction

The Howard County Arts Council is a private, non-profit 501 c 3 organization established to serve the citizens of Howard County by fostering the arts, artists, and arts organizations. In keeping with its mission, the Arts Council established Re-create: Ellicott City Artist Relief Fund to aid artists and non-profit 501 c 3 arts and cultural organizations affected by the flash flood that devastated Historic Ellicott City in May 2018. The Re-Create Fund is made possible through a major grant from the Maryland State Arts Council and the generosity of individual donors.

The Arts Council staff is available to assist applicants in completing this application, please contact the staff at 410.313.ARTS (2787) or email grantsandprojects@hocoarts.org

Deadline

The deadline for applications is August 22, 2018; hand-delivered or emailed applications MUST be received NO LATER than 4PM. All required attachments and supplemental information must be included. Late or incomplete applications will not be considered for review.

Should any funds remain after the August 22, 2018 deadline, a new deadline will be set. Eligibility and guidelines will be expanded to provide assistance to strengthen and rebuild the arts eco-system by supporting galleries and other arts businesses that were affected by the flood and are needed to support the work of artists and to re-establish the once-vibrant arts district in Ellicott City.

Eligibility

To be eligible to apply, applicant must be a professional artist or a 501 c 3 non-profit arts or cultural organization. All applicants must provide evidence of a loss suffered as a result of the flash flood on May 27, 2018. Required supporting materials are described in the application itself. Relief funds are intended to assist eligible applicants with losses not covered by other sources.

Arts Council Board of Directors and staff are not eligible to apply.

Definitions

For the purpose of this grant:

- 1) A professional artist is defined as anyone over 18 years of age who can demonstrate one or more of the following, a record of:

- training in one or more arts disciplines
- commitment to the pursuit of artistic work in one or more arts disciplines
- public exhibition or performance of works of art
- income generated from arts-related work
- artwork acquired or commissioned by private or public entities
- private or public arts grant awards or other professional recognition
- working, at the time of the flood, in one or more arts disciplines (visual, literary, dance, music, theater, fine arts and crafts)

Further, the artist must be a US citizen and live or work in Ellicott City, or had artwork on loan or consignment at a gallery located in Ellicott City, at the time of the disaster.

- 2) A non-profit arts or cultural organization is defined as an organization:

- designated by the IRS as a 501 c 3 tax-exempt organization
- governed by an independent, legally liable Board of Directors acting under a mission statement, by-laws, and operating budget specific to the organization
- that conducts business for the benefit of the general public without shareholders and without a profit motive
- that produces, creates or presents arts and cultural programs that are open to the public

Further, the organization must be located in Ellicott City (or was so at the time of the flood).

Allowable Losses

Re-create funds may be used for:

- Losses directly attributable to the time period of the flood and not covered by other sources
- Cleanup costs
- Artwork damaged or lost (Note: artwork must be made by the artist submitting the application)
- Equipment repair or replacement

Not Allowable Losses

Re-create funds may not be used for:

- Losses covered by other sources (e.g. FEMA, insurance coverage, Go Fund Me, EC Partnership, EC Strong funds, etc.)
- Food, beverages
- Non-flood related clean up
- Expenses, existing loans or debt service incurred prior to May 27, 2018 (non-flood related)
- Antiques, decorative or personal objects or non-arts related items
- Loss of business income or salaries due to closure
- Health related expenses
- Retail value/commercial gallery's commission on lost or damaged artwork

This list is not exhaustive, if you have a question about allowable/non-allowable losses, please contact HCAC staff.

Funding Priorities for August 22, 2018 Deadline:

Priority 1: Artists living or working in Ellicott City or Howard County, MD and non-profit 501 c 3 arts and cultural organizations located in the flood-zone in Ellicott City at the time of the disaster will receive priority consideration during the evaluation process.

Priority 2: Artists who do not live or work in Ellicott City or Howard County, MD yet suffered losses of artwork on loan or consignment at an Ellicott City gallery.

Evaluation Criteria

Losses are well documented, clear and appropriate

Potential of funding to have an impact on applicant's recovery

Potential of funding to contribute to the artistic life of Historic Ellicott City

Clarity and completeness of application

Application Process, Notification and Reporting

Applicants must complete and submit a signed and dated application form along with the required supporting materials by August 22, 2018; hand-delivered or emailed applications MUST be received NO LATER than 4 PM. Late or incomplete applications will not be considered for review.

After applications are received, they will be reviewed by Arts Council staff for eligibility and completeness. The Arts Council's Committee on Grants will evaluate eligible applications and make funding recommendations to the Arts Council's Board of Directors. The Arts Council reserves the right to add outside expertise to the Committee to assist in the evaluation process,

as needed. Applicants will be notified by mail or email as to the status of their request after a final vote by the Arts Council's Board of Directors. All decisions of the Arts Council Board of Directors are final. If approved for funding, the applicant must submit a signed Letter of Agreement and may be asked to verify information or provide additional supporting materials at any time during the review process and before the grant funds are released.

A brief letter describing the use of Re-create funds must be filed with the HCAC within 30 days.

Howard County Arts Council Committee on Grants

Mary Kay Kenney, Chair
Sandra French
Ellen Flynn Giles
Jordana Guzman
Ian Kennedy
Larry Siegel

Changes

Grant recipients must notify the HCAC in writing if a significant change is made in the use of approved funds. HCAC reserves the right, at the discretion of the Committee on Grants and the Board of Directors, to alter the amount or disbursement dates of a grant award if a significant change is made once a grant has been awarded. Unused grant funds must be returned to HCAC.

Fraud and Misrepresentation

If awarded, grant funds shall be used only for purposes outlined in organization's grant application on file with HCAC. Applicant certifies that all of the information and representations contained in the application are and remain true and complete in all material respects. Should it come to the attention of HCAC that any materials submitted by the applicant are fraudulent or misrepresentative in any manner, any agreement based on the application is null and void and the applicant acknowledges that any remaining grant funds not yet disbursed are forfeited and that the applicant is responsible for reimbursing HCAC for funds already disbursed.

Appeals Process

The Howard County Arts Council takes care during the entire grants review process to be as thorough as possible to ensure fair and equitable distribution of grants monies. Therefore, simple dissatisfaction with the denial of an award or with the amount of the award is not sufficient reason for appeal. Reconsideration of a grant award will take place only if there has been a procedural impropriety or error. This means one of the following:

- A decision based on review criteria other than those stated in the guidelines.
- A decision based on a recommendation of a panelist with undisclosed conflict of interest.
- A decision based on material provided to panelists and/or HCAC Board members that

was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information by the application due date.

Dissatisfaction with the denial of an award or with the amount of the award is not sufficient reason for appeal.

Given this information, should an applicant feel there is legitimate reason for appeal, the applicant must write a letter to the HCAC Executive Director stating the grounds for appeal within fifteen (15) days of the postmark date of the notification. The Committee on Grants will review the appeal and make a recommendation. Based on that recommendation, the Board of Directors will make a final decision. The applicant will receive written notification on the determination of the appeal within 45 days of the receipt of the letter of appeal.

Disclosure

As a private 501(c) 3 that receives public funds, HCAC is committed to provide equal opportunity in all facets of its operation without regard to race, sex, age, color, religion, or national origin. HCAC also affirms its policy of equal opportunity for individuals with physical or developmental handicaps. HCAC complies with Title VI, Section 601, of the Civil Rights Act of 1964; Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101; and with section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.