

HoCo RISE COVID-19 Artist Relief Fund Guidelines

County Executive Calvin Ball has made available 50 Individual Artists grants at \$1,000 each to Howard County-based artists affected by the COVID-19 pandemic through a new partnership with the Howard County Arts Council. The HoCo RISE COVID-19 Artist Relief Fund is supported through CARES Act funding.

The Howard County Arts Council, a private, non-profit 501 (c) 3 organization established to enrich and serve our community by fostering the arts, will administer the grant application and review process. The Arts Council was authorized in 1984 by the County to distribute public funds designated for the arts. The HoCo RISE COVID-19 Artist Relief Fund has been established to assist artists whose creative practices and incomes have been adversely impacted by the COVID-19 crisis.

During this crisis, the Arts Council staff is working remotely and is available to assist applicants with any questions about completing this application by emailing grantsandprojects@hocoarts.org. Please understand that there may be a delay in our response due to working remotely.

Purpose

The purpose of the HoCo RISE COVID-19 Artist Relief Fund is to assist artists who rely partially or fully on income from gigs, contracts, and freelance work lost due to COVID-19.

Examples of losses the HoCo RISE COVID-19 Artist Relief Fund (Relief Fund) will support, but are not limited to, include financial losses from:

- Workshops and classes
- Exhibitions and festivals
- Performances in all performing arts disciplines at cafes, bars, concert halls, theatres
- Artist residencies
- Touring
- Loss of supplemental income for artists working other full- or part-time jobs that help support their creative practices

The Relief Fund is for artists who have lost income and can document those losses. The Relief Fund will open on September 9, 2020 and will stay open on a rolling basis until available funds are fully distributed.

Eligibility

Each artist is eligible to receive one \$1,000 grant award. To apply, artists:

- Must be over the age of 18
- Must demonstrate their income has been adversely impacted by COVID-19
- Must have lived in Howard County for at least one year as of the application submission date

- Must provide a copy of driver's license and recent utility bill to verify identity and county residency.

The Relief Fund is for individual artists only, not organizations or non-profits. Arts Council Board of Directors and staff and their immediate family members are not eligible to apply.

Evaluation Criteria

Submitted applications will be measured against the following criteria:

- Submitted materials confirm artist has been living in Howard County for at least one year and is in good standing with the County
- Submitted materials document artistic merit and confirm artist has been active as a working artist in Howard County until COVID-19
- Loss is well documented and clear
- Application is complete, required materials are submitted

Priority will be given to artists whose only source of income is gig/contract/freelance work.

Deadline

The deadline for the Relief Fund is rolling and will be reviewed in order of applications received. Our goal is to review applications received by 5pm Monday each week and to submit the names and addresses of eligible applicants by the end of that business week to the County for verification. The County's verification process may take several weeks.

The application process will be closed once funding for the program is exhausted and will only be reopened should new funding become available.

How To Apply

Use the Apply Now link above to submit an application.

NOTE: Only complete applications submitted online will be reviewed. Incomplete or hard copy applications will NOT be reviewed. If incomplete applications are resubmitted, they will be reviewed in order of applications received at the time of resubmittal.

Required Materials

- Artist Resume
- Copy of driver's license, or another form of photo ID, to verify identity and address in Howard County. (Note: name and address must match information on application and W-9 form).
- Copy of utility bill in applicant's name dated within the past two months (Note: name and address must match information on application and W-9 form)
- Link to Artist website or platforms such as YouTube or SoundCloud (check with Arts Council staff for other forms of documentation accepted)
- Completed W-9 form (Note: name and address must match information on application form).

Application Review Process

Arts Council staff will review applications for eligibility and completeness, recommend award amounts, and forward the names of eligible grant applicants to the County.

Upon receipt of the list of eligible applicants, the County will verify whether each applicant is in good standing in the County's collections database(s) including taxes, water and sewer bills, fines, etc. The County's verification process may take several weeks. The County will provide a list of verified applicants to the Arts Council.

Verified applicants will be notified by mail of grant award approval by the Arts Council. The County will issue the check under separate cover.

Throughout the review and verification process, applicant may be asked to clarify, augment, or verify information submitted and additional information may be required to support the application.

Reporting Requirements

A brief letter describing the use of HoCo RISE COVID-19 Artist Relief Funds must be filed with the Arts Council within 30 days.

Submission of an application constitutes an understanding and agreement of the conditions set forth in these guidelines.

Disclosure

As a private 501(c) 3 that receives public funds, the Arts Council is committed to provide equal opportunity in all facets of its operation and programs without regard to race, sex, age, color, religion, or national origin. The Arts Council also affirms its policy of equal opportunity for individuals with physical or developmental handicaps. The Arts Council 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.