

ARTS JOBS FUNDING IN NEW MEXICO

APPLICATION GUIDELINES

APPLICATION DEADLINE: FRIDAY, JUNE 5, 2009

New Mexico Arts, the state arts agency and a division of the Department of Cultural Affairs, is working with the National Endowment for the Arts and Governor Bill Richardson's New Mexico Office of Recovery and Reinvestment to distribute federal Arts Jobs stimulus funds to nonprofit arts organizations in New Mexico under the American Recovery and Reinvestment Act (ARRA) of 2009.

- Under the terms of ARRA, funds were appropriated to the National Endowment for the Arts (NEA) to distribute to State Arts Agencies for projects that focus on the preservation of jobs in the arts. New Mexico Arts is offering access to these stimulus funds through applications to our Arts Jobs Grants Program. These grants do not require any match.

New Mexico Arts offers two application categories for Arts Jobs Grants funds. Nonprofit arts organizations that are in good standing and have received a regular arts grant from New Mexico Arts in the last three years (FY09, FY08, or FY07) or are in line to receive a regular arts grant for FY10 are eligible to apply in one of the following two categories:

- **Salary Support:** Grants of up to \$20,000 are offered for salary support, full or partial, for one position that is critical to an organization's artistic mission and that is in jeopardy or has been eliminated as a result of the current economic climate. Please note that under NEA rules, full time development and fundraising positions are not eligible; positions that combine development or fundraising with other administrative or artistic management duties are eligible only for salary support for the position's non-fundraising/development duties. An organization may apply for \$20,000 or less in this category.
- **Artist/Contractor Fees:** Grants of up to \$7,500 are offered for fees for previously engaged artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged. New positions or contracts are not eligible. Please note that under NEA rules, positions that combine development or fundraising with other administrative or artistic management duties are eligible only for support of the position's non-fundraising/development duties. Organizations may apply for \$7,500 or less in this category.

Government entities are not eligible to apply unless they are local arts councils/commissions or are based in rural New Mexico and are a primary arts presenter and/or key provider of arts services in their local community.

An organization may receive only one grant of ARRA Arts Jobs funds delivered through the National Endowment for the Arts. However, organizations are urged to apply to all funders whose eligibility requirements they meet, including the NEA, New Mexico Arts, Western States Arts Federation (WESTAF), and any New Mexican organization designated as a regrantor by the NEA. New Mexico Arts anticipates funding fifteen to twenty Arts Jobs Grants.

TIMELINE

Friday, June 5: Deadline for Arts Jobs Grants applications, to be submitted online. Supporting documents must be postmarked on or before June 5.

Mid-July: Panel review of applications. (Note: Applicants receiving ARRA Arts Jobs funding directly from the National Endowment for the Arts or who are in the service area of another New Mexico organization designated to regrant ARRA Arts Jobs funds from the NEA will not have their applications reviewed by New Mexico Arts.)

Late July/Early August: New Mexico Arts Commission approves Arts Jobs Grants awards.

Mid-August: Arts Jobs Grants contracts mailed out.

Grant Period: date of contract approval through September 30, 2010.

SUPPORTING DOCUMENTS

Please submit supporting documents through the mail to New Mexico Arts, PO Box 1450, Santa Fe NM 87504-1450. Documents shipped using other delivery services should be sent to New Mexico Arts, 407 Galisteo, Suite 270, Santa Fe NM 87501.

Required Documents:

- Income/Expense statements for organization's last two completed fiscal years.
- Current organizational fiscal year budget and year-to-date income and expenses.
- Board of Directors list, designating officers, directors' professions, and ethnic minorities (*).
- Up to five (5) pages of other documents to support your narrative.

FEDERAL REQUIREMENTS

All grantees must have a DUNS number and be registered with the Federal government's Central Contractor Registration (CCR). Your organization's name and physical location must match those shown in your CCR. It is best to get an early start on these registrations since they may take several weeks to be effective.

Note: If you do not have a DUNS number at the time of application, you must have one by the time the contract is issued. To begin your request for a DUNS number, go to http://www.dnb.com/US/duns_update/. It can take two weeks for your number to be issued.

Note: You must be registered with the CCR by the time your contract is issued. Registration can take a few weeks to be confirmed. To begin your CCR registration process, once you have your DUNS number, go to <http://www.ccr.gov/>.

Organizations that receive \$500,000 or more in total Federal funds are required to complete an audit within nine months after the end of their fiscal year. A copy of that audit must be sent to New Mexico Arts.

REPORTING REQUIREMENTS:

Recipients of Arts Jobs Grants will have frequent and specific reporting requirements as delineated by the NEA, New Mexico Arts, and the New Mexico Office of Recovery and Reinvestment. New Mexico Arts is still awaiting final reporting requirements and instructions from the NEA, the U.S. Office of Management and Budget, and the New Mexico Office of Recovery and Reinvestment.

Monthly reports must be received by New Mexico Arts by 5 PM on the fifth day of the following month. These reports must include the following items:

- A statement of the amount of grant funds spent in that month and grant balance remaining
- An invoice for reimbursement of the grant funds spent in that month
- A narrative report detailing all projects and activities worked on by the salaried position or the artist(s)/contractor(s), including:
 - The location(s) where the work happened
 - A status report on the progress to date toward completion of the project(s)
 - The number of jobs created or retained by the project(s)
 - How the position's or artist/contractor's work contributed to the organization's artistic mission
 - Steps taken toward the sustainability of the salaried position or the programs involving the artist/contractor
- A time allocation report for the position or each contract funded (see sample):
<http://www.arts.gov/grants/apply/recovery-states/time-and-effort-sample.pdf>

In addition, a photograph of the person in the funded position or the artist(s)/ contractor(s) must be sent to New Mexico Arts. Biographical information and a statement about the work s/he does are to be sent along with the photograph. We believe it is important to tell the stories of real people and their organizations to show the impact ARRA Arts Jobs funding is having on New Mexicans.

There also will be a final report packet to complete.

APPLICATION EVALUATION CRITERIA

Relevance of position to artistic mission	20
Organization's need for this funding	20
Community benefit	15
Sustainability plans	15
Rural organization	10
Underserved	10
Demonstrated administrative ability	10

WESTERN STATES ARTS FEDERATION APPLICATION

The Western States Arts Federation (WESTAF) is also accepting applications for NEA/ARRA Arts Jobs Grants of up to \$50,000 for support of a full-time salaried position. Their

application adds four questions at the end of our Salary Support Application. If you meet their eligibility requirements and wish to be considered for the WESTAF ARRA funding, complete the Salary Support Application as well as the four WESTAF questions.

Please note that applications for WESTAF funds will be very competitive. WESTAF expects to have sufficient funds for only thirteen to eighteen grant awards across the thirteen states in the WESTAF region. Applications that do not fit explicitly within the WESTAF criteria and guidelines will not advance to the WESTAF review panel for consideration.

WESTAF's guidelines will be available on the New Mexico Arts Culture Grants Online page.