New Mexico Arts
CARES Act Funding
Guidelines

Description
The Coronavirus Aid, Relief, and Economic Security (CARES) Act recognizes that the nonprofit arts industry is an important sector of America’s economy. New Mexico Arts will award funds to nonprofit arts organizations across the state to help these entities and their employees endure the economic hardships caused by the forced closure of their operations due to the spread of COVID-19. As part of this important investment, New Mexico Arts has designed a plan to expedite the distribution of critical funds to help retain as many jobs as possible, as quickly as possible. These funds are intended to help save jobs in the arts sector and keep the doors open to the organizations that add value to our economy and the creative life of our communities.

This program will be carried out through one-time grants to eligible nonprofit organizations, units of government, schools, colleges, universities, and Indian tribal government entities with offices in New Mexico.

All applicants must be previous New Mexico award recipients from the past four (4) years (Fiscal Years 2018-2021; see “Applicant Eligibility” for more information).

Support is limited to any or all of the following:

• 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.

New Mexico Arts intends to make awards that will impact a broad constituency. This includes a wide geographic range and organizations that serve underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Grantees will be required to report on funding received through the CARES Act (see “Administrative Requirements” for more information).

Application Deadline
All applications will be submitted through the New Mexico Arts online grant system which can be accessed via this link and using existing organization accounts: https://www.grantinterface.com/Home/Logon?urlkey=nmarts.

The application submission deadline is May 15, 2020 at 5pm MT.
Grant Amounts and Matching Funds

All grants are nonmatching and will be awarded for a fixed amount of $10,000.

Period of Performance
The New Mexico Arts support of a project may start on or after July 1, 2020. A grant period of one year is allowed.

Applicant Eligibility

Federal 501 (c) (3) tax-exempt nonprofit organizations, units of government, schools, colleges, universities, and Indian tribal government entities with offices in New Mexico are eligible to apply. New Mexico-based organizations wishing to apply that are not one of the above may apply using their already established fiscal agent. If using a fiscal agent, a formal agreement between the agent and the applicant is required.

Recipients of direct funding from the National Endowment for the Arts from the CARES Act will not be eligible to receive funding from New Mexico Arts. However, we encourage all organizations to apply to all funders whose eligibility requirements they meet.

Recipients of funds from the WESTAF (Western States Arts Federation) or in-state sub-grantors (such as the City of Albuquerque) will be eligible to receive funding from New Mexico Arts for distinctly different positions or programs.

To be eligible, the applicant organization must:

- Have received an New Mexico Arts award within the past four years (beginning with awards that were made in FY 2018. When using FY 2021 as the basis for eligibility, an organization's application must have been approved by the New Mexico Arts Commission no later than the June 2020 meeting of the Commission.
- Meet the New Mexico Arts "Legal Requirements" including nonprofit, tax-exempt status at the time of application. (For more information on using a fiscal agent see “Fiscal Agent” section.)
- Have submitted acceptable Final Report packages by the due date(s) for all New Mexico Arts award(s) previously received.

Each organization is limited to one application. For universities who may have received awards for departmental projects Fiscal Years 2018-2021 see "Parent (and Related) Organizations."

You may apply to other New Mexico Arts funding opportunities. In each case, the request must be for a distinctly different project or a distinctly different phase of the same project, with a different period of performance and costs. For example, an orchestra could request support for an
arts education coordinator through this program (one project). That same arts education coordinator could work on programs related to another New Mexico Arts grant (a second project), as long as the same time is not charged to both projects.

**Parent (and Related) Organizations**

Parent Organizations, such as universities via their grant offices, are eligible to submit one application. The department on behalf of whom the university is applying must have been funded by New Mexico Art in the last four (4) years (Fiscal Years 2018-2021). For example, New Mexico State University may submit one application and it may be on behalf of the NMSU Jazz Festival as the department/festival has been awarded a grant by New Mexico Arts during the required time period.

**Legal Requirements**

For general legal requirements please review page six (6) of our FY21 Funding Guidelines, including what types of things may or may not be funded. For example, funding is allowed for rent, but not for the payment of mortgages (debt reduction). Fundraising costs are not eligible.

**Fiscal Agents**

Organizations that do not have 501(c)3 status at the time of application may use the fiscal agent with which they have previously applied. Please see page seven (7) of our FY21 Funding Guidelines for our Fiscal Agent Policy.

**Application Review**

The following criteria are considered during the review of applications:

The **artistic excellence** and **artistic merit** of the proposal, which includes the:

- Quality of the organization.
- Potential to have a significant and immediate impact on the arts workforce.
- Significance to the mission and core work of the organization.
- Ability to carry out an award including the appropriateness of the budget, the resources involved, and the personnel.
- As appropriate, extent to which the organization serves underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

All applications are reviewed by an advisory panel. Panel recommendations are forwarded to the New Mexico Arts Commission, which then makes recommendations to the Secretary of the New
Mexico Department of Cultural Affairs. The Secretary reviews the Commission’s recommendations and makes the final decision on all grant awards. Pending the availability of funding, it is anticipated that applicants will be notified of award or rejection in June 2020.

Award Administration

Crediting Requirement

Grantees must clearly acknowledge support from New Mexico Arts and the National Endowment for the Arts in their programs and related promotional material including publications and websites. Organizations that receive grants may be provided with specific requirements for acknowledgment of this initiative.

Administrative Requirements

Before submitting an application, organizations should review our FY21 Funding Guidelines for general funding restrictions and policies.

Grantees will be required to:

- Sign an arts services contract and relevant documents including an Assurance of Compliance, Pay Equity Certification Form, and a Statement of Federal Standing.
- Maintain personnel activity ("Time & Effort") reports for any employee whose salary is charged, in whole or in part, to the award. See examples provided by the National Endowment for the Arts. ("Sample Personnel Activity Report Form" and "Sample Hourly Personnel Activity Report Form.")
- For grants for projects that engage artists and/or contractual personnel to whom fees will be paid, maintain written contracts that outline the employment terms.
- Submit all invoicing and reporting through the New Mexico Arts online grants management system.
How to Apply

The NM CARES application may be accessed through our Foundant GLM system.

You may access the log on page via this link:
https://www.grantinterface.com/Home/Logon?urlkey=nmarts

Log on to your organization’s account. If you have forgotten your password please use the Forgot Your Password? link on the log on page. If you have any other issues logging on please contact New Mexico Arts.

Click Apply from your Dashboard. Note that you will only click on Apply once. After you have started your application it will appear on your Dashboard from where you will click on Edit to continue.

Choose FY21 NM CARES

Applicant Information

Key Deadlines for FY21 NM CARES Applicants:

Final Application: May 15, 2020 @5pm MT

Please review the FY21 Funding Guidelines for general funding restrictions and the FY21 NM CARES Guidelines for specific requirement for this application.

Valuable Information (Live links on website or in application)
FY21 Funding Guidelines
FY21 NM CARES Guidelines
List of Eligible Organizations

Please contact the New Mexico Arts Program Coordinator for your category or the Grants Program & Policy Director with questions. See the FY21 Funding Guidelines or website for names and email addresses.

1. Project Name (Character Limit: 100)
The project name is the unique identifier for your application.

Please use the following naming convention:
FY21 NM CARES followed by your Organization Name

For example:
FY21 NM CARES Santa Fe Opera
2. **Funding Category**
   Please choose FY21 NM CARES

3. **Amount Requested**
   Please select the amount requested per the guidelines.

4. **Other CARES Funding Applied for and/or Received** *(Character Limit: 500)*
   Please list the other organizations to whom you have applied for funding from the CARES Act. This could include but is not limited to the SBA, National Endowment for the Humanities, New Mexico Humanities Council, and the City of Albuquerque. Please note whether monies have been applied for or awarded. (Awarded funds do not yet have to have been received.)

5. **New Mexico County** *(Character Limit: 50)*
   Please enter the New Mexico county in which your organization is located.

6. **Organizational Status**
   Please choose your organizational status.

   Choices
   - 501(c)3
   - Tribal Entity
   - Government Entity (including K-12 schools, colleges, and universities)
   - Using a Fiscal Agent

7. **If Using a Fiscal Agent** *(Character Limit: 150)*
   Please provide the name of your fiscal agent organization and complete the fiscal agent information in the Fiscal Agent Certification Section.

**Authorizing Official Information**

8. **Authorizing Official Name** *(Character Limit: 100)*
   Authorizing officials of 501(c)3 organizations **must** be a member of the executive committee of your board (president, vice-president, secretary, or treasurer) or of your fiscal agent’s board (if using a fiscal agent).

   For governmental and tribal entities, authorizing officials may be the superintendent, city manager, or member of tribal government. Authorizing officials must have the authority to legally obligate the entity. Proof of such ability may be requested.

9. **Authorizing Official Title** *(Character Limit: 100)*

10. **Authorizing Official Email** *(Character Limit: 50)*
11. Authorizing Official Telephone (XXX-XXX-XXXX)

Program Description

12. Contribution of the Organization *(Character Limit: 2,500)*

Please provide a short history of the organization’s contribution to the arts and to the community.

13. Impact on the Arts Workforce *(Character limit: 2,500)*

Please describe the position(s) to be supported and how the funds provided will make a significant and immediate impact on the arts workforce. Funding may support paid artistic or administrative employees and/or artistic or administrative contractors.

14. Significance to the Mission & Core Work of the Organization *(Character limit: 2,500)*

Please describe the significance of the position(s) to be supported to the mission and core work of the organization.

15. Non-personnel Costs *(Character limit: 2,500)*

Please describe how non-personnel funds will be used and their significance to the organization. If you are not using NM CARES funds for non-personnel costs please enter N/A.

16. Reaching Those Seldom Served by the Arts *(Character limit: 2,500)*

Please describe the extent to which the organization serves underserved populations such as those whose opportunities to experience the arts are limited by geography, ethnicity, economics, or disability.

Programming

Please summarize the arts activities to be supported by personnel and/or non-personnel costs requested for the funding period of July 1, 2020 through June 30, 2021. Please list the arts activity, number of years presented, and when and where the program will occur (include location and city). For new programs enter (0) years.

You may apply to other New Mexico Arts funding opportunities or other CARES funding. In each case, the request must be for a distinctly different project or a distinctly different phase of the same project, with a different period of performance and costs.

You will be limited to entering five (5) arts activities.
17. **Arts Activity** *(Character Limit: 500)*

18. **No. of Years Presented**

19. **When to be Presented** *(Character Limit: 150)*

20. **Where to be Presented** *(Character Limit: 500)*

**Uploads**

21. **Budget**
   Please download the budget file, enter your request by line item, and upload your completed file.

   **Budget File** *(live link on website or in application)*

   Please use the following convention to name your uploaded file:
   **OrganizationName_BD**

   Allowed file type: xlsx

   *File Size Limit: 2MB*

22. **Last Completed Fiscal Year Income and Expense Statement**
   An Income and Expense Statement is required for your most recently completed 12-month fiscal year (no more than 5 pages please).

   For example, applicants on a calendar year will submit a statement for the period January through December 2019. Applicants with a fiscal year ending June 30 will submit a statement for the period July 2018 through June 2019. Note that this may be a different period than for your FY21 regular New Mexico Arts application.

   If using a fiscal agent, the Income and Expense Statement should be for the applicant organization and **not** the fiscal agent.

   Accepted file types: xlsx, doc, docx, pdf

   Please use the following naming convention to name your file:
   **OrganizationName_IS**

   *File Size Limit: 2 MB*
Fiscal Agent Certification (only if using a fiscal agent)

23. Name of Fiscal Agent Representative Certifying (Character Limit: 50)

24. Title of Fiscal Agent Representative Certifying (Character Limit: 50)

25. Fiscal Agent Address (Character Limit: 100)

26. Fiscal Agent City, State, and Zip Code (Character Limit: 100)

27. Fiscal Agent Certification

Please choose one:
I certify
I do not certify