

Pennsylvania Council on the Arts
GENERAL PROVISIONS

Eligibility for Responsive Funding Area

Organizations must be nonprofit, tax-exempt corporations, a unit of government or school district providing arts programming and/or arts services in Pennsylvania. A Federal Identification Number, assigned by the Internal Revenue Service, is required before a contract can be issued.

Organizations must be incorporated in and conduct business in the Commonwealth of Pennsylvania in order to apply for support. Organizations are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded.

Unincorporated groups (and in some instances, individuals) must apply to the PCA through a nonprofit organization that acts as a fiscal sponsor. The fiscal sponsor is legally responsible for the administration of the contract, including all reporting requirements and may charge a fee for their services. Applicants applying through a fiscal sponsor organization must meet the same requirements as other applicants except for nonprofit status. The fiscal sponsor, as well as the applicant organization, is responsible for any award. The fiscal sponsor receives the award check directly from the PCA and is responsible for ensuring the completion of the final reports. For further information on the role of a fiscal sponsor, contact the PCA office for a printed memorandum on the subject.

Matching Requirements

Unless otherwise specified in the guidelines, PCA awards must be matched on a dollar-for-dollar basis in cash. In-kind goods and services may not be used to match PCA funds. *The PCA generally will support no more than 40% of a program or organizational budget, and usually considerably less.*

Funding Restrictions

In general, the PCA does not fund the following nor may these expenses be used as a match for PCA funds:

Capital expenditures, including equipment costing \$500 or more.

Activities for which academic credit is given.

Activities that have already been completed.

Activities that have a religious purpose.

Performances and exhibitions not available to the general public.

Performances and exhibitions outside Pennsylvania.

Cash prizes and awards.

Benefit activities.

Hospitality expenses, i.e. receptions, parties, gallery openings.

Lobbyists' payments.

Competitions.

The PCA DOES support campus projects that involve the local community in their planning, execution, and participation. *Activities that primarily serve the student body and faculty of a campus are supported by the PCA only in exceptional cases.* Colleges and universities must demonstrate that their programming reaches the general public in addition to an academic audience. This can be shown by financial support from outside the school from local corporations, businesses, individuals, and foundations.

National service organizations that are headquartered in the Commonwealth of Pennsylvania may be supported for programs and services they offer to Pennsylvania artists and/or arts organizations.

The Council undertakes partnerships and initiatives on behalf of entire fields of the arts to seek opportunities and solutions to problems affecting the arts in the Commonwealth and to initiate projects that will serve a broad spectrum of artists and arts organizations throughout the state.

Generally, the PCA does not provide organizations with start-up money. There are some exceptions to this. If you have questions about starting an arts organization, contact the PCA or see the Entry Track description on page 2.

ADDITIONAL TERMS & CONDITIONS GOVERNING GRANTS-IN-AID

Various terms and conditions apply to grantees of the PCA. The Terms and Conditions will be provided to all grantees with their award packets. A complete copy is available at any time from the PCA upon request.

COVERED IN THESE TERMS AND CONDITIONS:

Reporting — Final Reports showing how the project was completed and the PCA grant money was matched and spent must be submitted along with the grant award agreement no later than September 30th.

ACKNOWLEDGMENTS

Grantee agrees:

(1) To include an acknowledgment of state arts funding support in all published materials and announcements relating to its PCA funded activities and disseminated by the Grantee. The acknowledgment must stand-alone and not be combined with acknowledgments of funding from other public and private sources.

Acknowledgment of PCA support must state as follows [Note: select/insert the appropriate information where square brackets indicate]:

For AOAP grantees:

“[Grantee name] receives state arts funding support through a grant from the Pennsylvania Council on the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency.”

For all other grantees:

“This [project/program/performance/exhibition/publication/workshop] was supported in part by the Pennsylvania Council on the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency.”

(2) To incorporate the PCA logo in its programs, promotional materials, education materials, and posters relating to its PCA funded activities and disseminated by the Grantee. The PCA shall supply said logo on coated stock or by email upon request;

(3) To list the “Pennsylvania Council on the Arts, a state agency” in the appropriate donor category in all donor lists disseminated by the Grantee.

Nondiscrimination on the Basis of Race, Color, National Origin, Handicap, Sex or Age — Grantees must comply with all nondiscrimination laws including the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

Contract Compliance Procedures

Fair Labor Standards — The grantee must comply with Commonwealth labor, wage, safety, sanitary and antipollution regulations and standards.

Maintaining Financial Records — Grantees must provide for effective control over and accountability for all funds, property and assets; maintenance of records for a specified time and through any audits that may be in progress; and for properly documenting contributions, receipts, obligations and disbursements.

Audit of Records — Grantees must comply with the Government Audit Standards (*Yellow Book*).

Unencumbered Funds — Grantees are not allowed to incur expenses nor encumber or distribute any funds outside of the grant year for which they were awarded without prior approval of the PCA.

Agent and Managers' Fees — Direct or indirect rebate to the grantee by artists or support personnel employed on projects using PCA funds are not allowed unless such is disclosed in the application and financial report.

Grantee Integrity — This section covers matters such as confidentiality, contract compliance, financial interests, cooperation with Commonwealth officials during investigations, and penalties.

Pennsylvania Council on the Arts
GENERAL PROVISIONS

Registration with the Pennsylvania Bureau of Charitable Organizations — Registration is required (with certain exceptions) of all nonprofit organizations which solicit funds. More information is available by calling the Bureau, a division of the Pennsylvania Department of State, at 1-800-732-0999.

Lobbying — The use of federal funds from the National Endowment for the Arts is prohibited from being used for lobbying purposes. Grantees will be notified by the PCA if NEA funds are part of the grant from the PCA.

Assumption of Legal Responsibility by Grantee — The grantee assumes responsibility for claims against the PCA or its employees resulting from negligence or willful acts in such areas as copyright infringement, personal privacy, misappropriation of ideas or rights and literary piracy or plagiarism.

Termination of Contract — The Commonwealth may terminate the contract for the grant because of nonavailability of funds, nonperformance of service, or noncompliance with any of the terms and conditions contained in any other contract with the Commonwealth, the United States or the National Endowment for the Arts.

Offset Provisions for Commonwealth Contracts — The Commonwealth may withhold any amount from the grant to satisfy other debts owed by the grantee to the Commonwealth.

Contractor Responsibility Provisions—The grantee certifies that they are not under suspension or debarment by the Commonwealth, any other state or the federal government, and agrees to reimburse the Commonwealth for costs relating to investigating compliance.

FUNDING CATEGORIES

The three funding categories are as follows:

I. RESPONSIVE FUNDING.

It is through this area that the PCA responds to most requests for Council support via the application process. Within responsive funding, there are four tracks:

A. Arts Organizations and Arts Programs (AOAP) Track

Most organizations and programs that apply to the PCA for funding have done so for many years. The Council knows these organizations and they know us. The features of this track include: a single, two-year, unified application rather than multiple annual project applications; an interim report in the second year; and a focus on past performance, rather than projections. Organizations and programs must qualify to apply to this track.

B. Entry Arts Organizations and Arts Programs (Entry) Track

This track supports arts organizations and arts programs that are new or relatively new to the PCA, and provides an opportunity for the PCA to get to know the organization or program, and vice versa. The Entry Track is also the point of entry for organizations or programs that have not consistently received funding from the PCA. In general, the PCA will spend time preparing Entry Track applicants to move into the AOAP Track focusing on organizational assessment and development. Applicants interested in this track should contact the PCA immediately to schedule a phone interview and to receive additional information.

C. Individual Creative Artists (Fellowships) Track

This track addresses the needs of individual Pennsylvania creative artists through funding opportunities and services. Funding opportunities include the support of outstanding Pennsylvania creative artists through fellowships with awards of \$5,000 or \$10,000. Awards are made to creators of art in the following arts disciplines: Crafts, Dance, Folk and Traditional Arts, Interdisciplinary Arts, Literature, Media Arts (Audio, Film & Video), Music, Theatre, and Visual Arts. Please note, however, that fellowships are

not offered in every discipline each year. There is also an apprenticeship program for Folk & Traditional Arts.

D. Pennsylvania Partners in the Arts (PPA)

The PPA program expands access to state arts funding by partnering with 13 regional organizations, serving all 67 counties in Pennsylvania. Partners provide local administration, technical support and a streamlined application process. The PCA has created unprecedented access to state arts funding. PCA funds are available to communities and citizens who may have been previously underserved, and to organizations that have received funds directly from the PCA in the past. Applicants may request up to \$3,000 or \$5,000 depending on partner. Organizations funded through PPA may not receive PCA support through the Responsive Funding Area for the same funding period.

II. PARTNERSHIPS & INITIATIVES.

This area contains a number of the partnerships and initiatives that the Council has undertaken to seek opportunities and solutions to problems affecting the arts and to initiate divisions that will serve a broad spectrum of artists and arts organizations throughout the state. These partnerships and initiatives represent additional or alternative funding opportunities.

- A. Accessibility to the Arts in Pennsylvania for Individuals with Disabilities
- B. Arts in Education (Directory of Artists In Education and AIE Residencies)
- C. Arts in Education Partnership
- D. Broadcast of the Arts
- E. Folk & Traditional Arts
- F. Humanities in the Arts (Administered by the Pennsylvania Humanities Council)
- G. Local Government
- H. Preserving Diverse Cultures – Strategies for Success
- I. Professional Development & Consulting (Technical Assistance)

OUTLINE OF PCA FUNDING & OTHER OPPORTUNITIES

An organization or arts program may submit only one application to one track: AOAP, Entry or a Pennsylvania Partner in the Arts Re-Granting Partner. You may also be eligible to submit additional applications to one or more of the PCA Partnerships & Initiatives. Individual artists may be eligible to apply to the Fellowship Track and/or Pennsylvania Partners in the Arts. Call the PCA to determine which opportunities are available to you.

III. ADDITIONAL SERVICES.

This area contains PCA and other arts resources that might be of interest to both individuals and organizations.

- A. PCA Staff and Workshops
- B. Other Arts Resources
 - 1. Americans for the Arts
 - 2. Citizens for the Arts in Pennsylvania
 - 3. Mid Atlantic Arts Foundation
 - 4. National Endowment for the Arts
 - 5. Pennsylvania Performing Artists on Tour (PennPAT)
 - 6. State and Local Arts Service Organizations and Arts Councils