Fort Wayne   
Artist Relief Fund  
Grant Guidelines



Funding is made available by the John S. and James L. Knight Foundation.

**April 23, 2020**

# PROGRAM OVERVIEW

The Community Foundation of Greater Fort Wayne and Arts United of Greater Fort Wayne have established an Artist Relief Fund to help the following individuals who have lost income due to COVID-19:

* Self-employed artists of all disciplines
* Artists contracted by arts and culture nonprofit organizations
* Employees who have been laid off or furloughed by a nonprofit arts and culture organization or venue

Additional eligibility criteria may apply.

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## ROUND 1: May 1, 2020 – May 28, 2020

* Applicants may request up to $500 to compensate for lost work or income.
* Funds are to be used for urgent basic needs (food, shelter, caretaking, and healthcare). Artists are not expected to produce work with these funds. Funds are not available to compensate for potential future loss of business or income.
* Timing:
  + Grant applications will be due each Friday during the month of May 2020: May 1, May 8, May 15, and May 22.
  + Applications will be reviewed on the following Monday of each week. May 4, May 11, May 18, May 25.
  + Grant awards and checks will be distributed by Thursday of each week: May 7, May 14, May 21, and May 28.
* Individuals who apply and/or receive funds will be connected to other community resources and services, such as:
  + Technical assistance to apply for Pandemic Unemployment Assistance through the Department of Workforce Development
  + Access other forms of support and services. We strongly encourage individuals who are in need to contact 2-1-1, the United Way of Allen County’s Resource Center.

## ROUND 2: To Be Determined

* A second round of funding may become available as additional philanthropic funds are received.
* Individuals who participated in Round 1 will be allowed to return for funding but will be required to show proof of applying for unemployment assistance through the Department of Workforce Development before they can apply for additional assistance in Round 2.

# AM I ELIGIBLE TO APPLY?

This grant program is for:

* Self-employed artists
* Artists contracted by arts and culture nonprofit organizations
* Employees who have been laid off or furloughed by nonprofit arts and culture organizations and venues

All applicants must satisfy these criteria:

* Applicants must be an individual (not an organization or nonprofit)
* Must be 18 years or older
* Must be a resident of Fort Wayne or Allen County, Indiana
* Must be experiencing a dire financial emergency due to the COVID-19 pandemic
* Must provide a W9 and Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will collect this information after you’ve been notified of your grant.

Self-employed and contracted artists must be able to satisfy these criteria:

* Demonstrate a sustained commitment to their work, careers, and a public audience.
* Demonstrate that their livelihood depends upon the ability to make, exhibit, perform, publish or sell their work.
* Demonstrate a creative or cultural discipline in one of the following fields:
  + Craft – includes ceramics, fiber, glass, jewelry, metals, and textiles, etc.
  + Dance – includes dancers, choreographers, and teachers of all genres
  + Design Art – includes architecture, fashion, graphic, industrial, interior, landscape architecture
  + Folklife/Traditional Arts – includes storytelling, visual art, craft, and performance traditions informally learned and transmitted in contexts that are characteristic of ethnic, religious, linguistic, occupational, and/or religious groups.
  + Media and Film Art – includes film-making, animation, documentary, and work created using technology or experimental digital media, podcasts, virtual reality, and web-based projects
  + Museum Science or Humanities – includes the presentation, documentation, and/or record-keeping of items that are of artistic or cultural value
  + Music – includes composers, musicians, vocalists, and teachers of all genres
  + Theatre and Performance – includes actors, directors, playwrights, set and costume designers, lighting designers, and audio/visual operators who work in a theatrical or performance venue
  + Visual Art – includes installation, painting, performance art, photography, sculpture, sound art, video, mixed media, etc.
  + Writing and Literature – includes fiction, nonfiction, poetry, literature for children, graphic novels, journalism, and arts writing

Employees who have been laid off or furloughed by a nonprofit arts or culture organization or a nonprofit venue must be able to satisfy these criteria:

* Are able to demonstrate that they have lost work because of the closure or reduction of programming by an arts and cultural nonprofit headquartered in Fort Wayne or Allen County.
* Are able to demonstrate that their livelihood depends upon employment by an arts and culture nonprofit headquartered in Fort Wayne or Allen County.

# HOW DO I APPLY?

* Applications will be accepted via an online form on a rolling basis until funds are depleted.
* Online forms are found at:
  + [www.artsunited.org](http://www.artsunited.org)
  + [www.cfgfw.org](http://www.cfgfw.org)
* If an applicant has questions or does not have internet access, they should contact:
  + Heather Closson, Grant and Program Manager, Arts United of Greater Fort Wayne, [hclosson@artsunited.org](mailto:hclosson@artsunited.org) or (260) 424-0646.
  + Christine Meek, Vice President of Nonprofit Excellence, Community Foundation of Greater Fort Wayne, [cmeek@cfgfw.org](mailto:cmeek@cfgfw.org) or (260) 969-3318.
* Incomplete applications will not be reviewed.

# GRANT APPLICATION QUESTIONS

1. Name and Contact Information of the Individual Applying for Assistance. Please note that your name and contact information will never be disclosed or shared without your permission.

* Name
* Home mailing address
* Phone number
* Email address
* Date of birth

**The following questions will help us understand your artistic practice or employment.**

2. Which of the following describes your circumstance? (Select all that apply)

* Self-employed artist
* Artist contracted by an arts and culture nonprofit organization
* Employee who has been laid off or furloughed by a nonprofit arts and culture organization or venue
* None of the above

3. If you are a self-employed or contracted artist, what artistic discipline do you practice?

* Craft
* Dance
* Design Art
* Folklife/Traditional Arts
* Media and Film Art
* Multidisciplinary
* Museum Science or Humanities
* Music
* Theatre and Performance
* Visual Art
* Writing and Literature
* None of the above
* I am not a self-employed or contracted artist.

4. In under 300 words, please share a brief biography highlighting your work, career, practice, and accomplishments. If possible, please provide a URL to your website, social media, press link or other digital presence that demonstrates your work.

5. Please upload any documentation that serves as evidence of your artistic practice or employment. This may include your bio, employment letters, contracts, images of your work, listing in gallery brochures or playbills, etc.

* Upload 1 (required)
* Upload 2 (optional)
* Upload 3 (optional)

**The following questions will help us understand your financial circumstances.**

6. Please select all statements that apply to you.

* I have lost full-time, part-time, or contract-based work due to COVID-19
* I am unsure when I will make any income again
* I have no financial safety net (savings, assets, family resources, etc.)
* I have unmanageable debt
* I have medical expenses associated with a diagnosed or suspected case of COVID-19
* I do not have health insurance

7. In under 300 words, please describe how your income is being affected by Coronavirus (COVID-19) and where you urgently need support right now.

8. What are your financial needs right now? Select all that apply:

* Caretaking (unable to afford to care for my dependents, which could include children, elders, or other loved ones)
* Food (unable to buy groceries)
* Housing (unable to pay rent or maintain a steady or safe living situation)
* Medical (unable to procure necessary medications for pre-existing or current conductions)
* None of the above.

9. Please help us understand your level of financial hardship:

* Severe Financial Distress – I have limited or no savings. I’m unable to cover basic needs such as food and rent.
* Financial Distress – I will have to dip into limited savings. I may not be able to pay all my bills.
* Financial Strain – The loss of income impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits.

10. Please upload any documentation that serves as evidence of your lost income or employment. This may include termination letters or contracts, emails, receipts, Facebook messages, cancellation announcements, texts, etc.

* Upload 1 (required)
* Upload 2 (optional)
* Upload 3 (optional)

**The following questions will help us understand the overall needs of the individuals who apply for this program. Your responses to these questions will not disqualify you from receiving a grant or reduce your grant award.**

11. What is the minimum amount of money you need to cover your immediate expenses in the next 30-60 days?

12. Do you have an additional source of income besides your artistic practice or cultural employment? If yes, please provide a brief description.

13. Have you applied for Unemployment Assistance through the Department of Workforce Development?

* Yes, I have applied and am or expect to begin receiving unemployment assistance.
* Yes, I have applied, but I was denied unemployment assistance.
* No, I have not applied, but I plan to.
* No, I have not applied, and I need help to understand unemployment assistance.
* No, I have not applied, and I do not plan to apply.

**Your application is now completed!   
We are now asking for a few more moments of your time with a voluntary survey.  
We are committed to equity and inclusion and view data as an essential tool to ensure that this program is reaching people in need. This information is being collected for reporting purposes and does not affect your eligibility or selection.**

14. I identify as: (please select all that apply) (optional)

* Arab or Middle Eastern
* Asian, South Asian, or Southeast Asian
* Black or African-American
* Latinx
* Native or Indigenous
* Native American, Alaskan Native, or Native Hawaiian
* White or Caucasian
* Biracial or Multiracial
* Other
* I prefer not to answer

15. I identify as: (please select all that apply) (optional)

* Agender
* Cisgender
* Female
* Genderqueer
* Intersex
* Male
* Nonbinary
* Third gender
* Transgender
* Two Spirit
* I prefer to self-identify
* I prefer not to answer

16. I identify as LGBTQIAP+. (optional)

* Yes
* No
* I prefer not to answer

17. I identify as disabled. (optional)

* Yes
* No
* I prefer not to answer

18. Please select the statements that apply to you. (optional)

* I have a chronic illness or underlying condition
* I am over 60 years of age
* I am pregnant or my partner is pregnant
* I am a single parent
* I am financially responsible for dependents (children, elders, others)
* My citizenship status puts me at risk
* I am a refugee
* I am at elevated risk for a reason not listed here
* None of the above

# EVALUATION CRITERIA

A small review committee will evaluate and prioritize applications based on the following criteria:

1. Does this individual closely match the eligibility criteria?
2. Did this individual complete the entire application?
3. Does this individual demonstrate that his/her/their work was lost as a result of COVID-19?
4. Does this individual demonstrate an immediate financial hardship and a need for this grant?

The following procedural guidelines are subject to change based on demand and need. Applications will be reviewed on a weekly basis, on a first-come, first-served basis. Up to 50 grants of up to $500 each will be awarded per week. Applications that meet the criteria but not selected in the current cycle will be resubmitted on behalf of the applicant.

The review committee keep information about individual applicants strictly confidential.