



New Hampshire
State Council on the **Arts**

NH CARES Artist-Led Project Grants

Projects occurring between June 1 – October 31, 2022

Deadline Friday, March 4, 2022 | Applications must be submitted by 11:59 PM

Funded by the New Hampshire State Council on the Arts with Coronavirus Aid, Relief, and Economic Security (CARES) Act funds administered by the National Endowment for the Arts. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

NH CARES Artist-Led Project Grants will provide funds to individual artists for specific, definable projects that connect artists and organizations to local initiatives. This program will support employment opportunities for artists impacted by COVID-19 by building new structures and partnerships that will help to sustain New Hampshire's creative sector.

Who May Apply?

Artists working in the following disciplines:

- Creative Writing
- Dance
- Film/Media
- Fine Craft
- Folk and Traditional Arts
- Multidisciplinary Art
- Music
- Performance Art
- Public Art
- Theatre
- Visual Art

An artist is eligible to apply if they meet the following criteria at the time of the **application deadline**:

- Is an individual artist or part of an artist collective (collectives should apply under the name of an individual member of the applying collective).
- Is a current New Hampshire resident who has resided full-time in the state for at least one year immediately prior to the application deadline.
- Will be a New Hampshire resident throughout the project period.
- Is 18 years of age or older by the application deadline.
- Is **not** an enrolled student in a degree or certificate-granting program.
- Has submitted all required reports on past State Arts Council grants.

First time applicants are encouraged to apply. If you have a question about eligibility, please contact NHSCA Director Ginnie Lupi at virginia.a.lupi@dncr.nh.gov.

Eligible Projects

Projects should be completed by October 31, 2022. Projects need to be defined and impact areas including, but not limited to:

- Economic recovery and community development
- Youth development
- Mental health and substance misuse
- Healthy aging
- Cultural heritage
- Under-resourced, marginalized, isolated or excluded communities
- Other civic engagements with the aim of fostering healthy communities

Virtual and online projects are eligible. Projects might include:

- Art exhibitions
- Performances
- Readings
- Concerts
- Community creation of art
- Public art
- Arts education programs
- Creative-focused public events
- Other arts-centric, community-building projects that will help art and artists to survive, and also embed the arts more deeply into communities

Maximum Grant Request and Allowable Expenses

Funding requests may be made for \$1,000 – \$6,000. **No matching funds are required**, but your budget should reflect the total cost of your proposed project. Allowable expenses include:

- Artist fees or stipends
- Materials and supplies
- Space rental
- Technical fees
- Marketing/advertising
- Printing
- Mailing/postage
- Travel
- Accessibility expenses

*This NH CARES grant is a one-time, temporary funding opportunity. Please note that all grant categories and amounts are subject to change depending upon availability of state and federal funds for any fiscal year.

Restrictions

This grant does **not** support:

- Commercially viable "for-profit" publications, recordings, or films
- Operating expenses not directly related to the project
- Lobbying or fundraising expenses
- Projects already receiving funds from another State Arts Council grant category
- Projects that do not require the direct participation of an artist as a core element of the project
- Projects/activities that are not open to the general public

- Deficit or debt reduction
- Donations, contributions to other organizations, and re-granting
- Equipment purchases
- Home office or home studio rent and expenses
- Any cost item listed in the glossary under [ineligible expenses](#)

Project Requirements

Projects funded in this category are **required** to:

- Clearly articulate a plan that centers community engagement and public benefit.
- Demonstrate a clear focus on artistic quality.
- Incorporate the direct participation of an artist as a core element of the program.
- Be sensitive to the community’s racial and cultural diversity.
- Ensure that activities are accessible and provide an opportunity for meaningful participation for people of all abilities and [underserved](#) populations.
- Respond to identified community needs and interests.
- Compensate artists at a professional level.

Projects funded in this category are **strongly encouraged** to:

- Foster deep connections within the community by establishing partnerships and collaborations with organizations, local businesses, government agencies, and others. **Partnerships and collaborations should deepen the content, reach, and impact of the project and align with the project goals.**
- Identify and reach individuals in the community who may not be known to you, and present a plan to engage them through the project design, presentation, and artistic content.
- Include New Hampshire artists.

Covid-19 Updates

All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic.

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

Funding Criteria

Reviewers will use these criteria to rank and recommend applications for funding:

- Quality of arts programming, including well-developed project concept and goals and quality of community engagement

- Ability of artist to successfully implement and complete the project, including realistic budget and timeline for project completion
- Community partners are intentionally incorporated into the project design and are integral to the project
- Clearly articulated plan to provide programmatic access to individuals of all abilities and to underserved populations

Application Review Process

A panel with expertise in the field meets to review and rank applications according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting. After discussion and review of work samples submitted, applications are ranked by the panel. Funding recommendations are forwarded to the State Arts Councilors for review and approval. If the applicant's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 – June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application, so please prepare your application carefully and **follow instructions**.

How to Apply

We regret that feedback cannot be given on draft or completed applications. Applicants should also review the [legal and reporting requirements](#) for NHSCA grant funding.

Required Documents

All required documents must be uploaded to the [online system](#). Please keep copies for your files.

- Answers to Narrative Questions (see Page 6)
- Completed budget form
- Work plan with comprehensive timeline (1 – 2 pages)
- One-page resume or biography of project leader(s)
- Link to websites or [Creative Ground](#) profiles that provide examples of your work and the work of other artists participating in the project (if applicable), or 5 – 10 work samples for each participating artist
- A brief description of additional artists/outside contractors who will participate in the project and their experience to undertake their designated role (if applicable)
- Letters from partner(s) and artists(s) with whom you are working expressing their commitment to the project and eagerness to participate
- National Endowment for the Arts [Brief Accessibility Checklist](#)
- Optional: Samples of relevant evaluation forms, assessments or rubrics (*Note: while it is important to evaluate the financial success of projects, e.g. number of tickets sold, NHSCA is particularly interested in learning how projects will assess their community impact*)
- Optional: Letters of Support from community members and/or participating partners relevant to the project (up to three recommended)

Submitting the Application

NHSCA uses an online application system, [Submittable](#).

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

Deadline

Applications must be completed online by 11:59 PM on Friday, March 4, 2022. Office hours are Monday - Friday, 8:00 AM - 4:00 PM. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by e-mail and is not responsible for incomplete online applications. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

Notification of Award

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the [Council meeting](#). At that time applicants will receive official notification of the Council's action. This notification may take up to eight weeks after the application deadline.

Payment

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under \$10,000 to grantees within four to six weeks. If an organization is awarded \$10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to \$10,000 or above, grants must be approved by Governor and Executive Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

You will be required to submit proof of liability and worker's comp insurance (if applicable).

False Information

Any grant award made based on false information in the application may be canceled by NHSCA at any time.

IMPORTANT: All grant agreements must be returned in the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

Grant Period and Reporting

A final report is due 30 days after the completion of your project, but **no later than December 31, 2022**. Extensions may be granted on a case-by-case basis. The request for extension must be made *in writing* to the grant coordinator *before* the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted.

Failure to submit the final report by the required date will result in the individual becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

The final report will include documentation of the use of funds. Please be sure to keep accurate and separate accounting records.

Questions

Questions about this grant program? Please contact NHSCA Director Ginnie Lupi at virginia.a.lupi@dncr.nh.gov.

Questions about the online application system at Submittable?

support@submittable.com | 855-467-8264, X 2 | <https://submittable.help/en/>

Grant Narrative Questions

The total narrative portion of the application **should not exceed 3 typed pages**. Margins (no less than 1”), fonts (no smaller than 12 point), and spacing should provide easy reading for panelists. **Please respond to the following questions in the order in which they appear.**

1. Describe the project and how it responds to identified needs and interests in the community.
2. Describe where the proposed artwork or activity will be located or occur. How will the artwork or activity and/or creation process be welcoming, inclusive and accessible to the public?
3. List the partners involved (i.e., artist(s), local organizations, advisors, etc.), why they were chosen, and their roles in the project.
4. Describe your artistic practice and interest in this project.
5. How will success be determined?