



Dear Ohio Arts Council operating support grantee:

Thanks to Governor Mike DeWine and legislative leadership in the Ohio General Assembly, the Ohio Arts Council (OAC) has received an additional \$20 million in federal funds to grant from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

This marks the most significant arts economic relief package ever earned and administered by the OAC. It also represents the second-largest single investment of CARES Act dollars to-date of any US state or territory dedicated exclusively to the arts. And, critically, it will support arts organizations of all sizes, across many genres, all over our state. This lifeline is being extended not to just a few organizations, but to hundreds—because the arts in Ohio are better when we all work together. Lastly, the OAC will regrant the entirety of the \$20 million in federal CARES Act dollars without retaining any for overhead or administrative expenses. We thank you for making the case that, while Ohio's arts and cultural sector is strong and resilient, it is also in serious need of support in order to sustain the arts during the pandemic.

**As a current operating support grantee, your organization is eligible to receive funding.**

Please review the attached document carefully, then proceed as follows:

**STEP ONE: Interested organizations must complete the OAC Reopening and Economic Relief Worksheet linked below**, providing the OAC with details on needs and unanticipated expenses, as well as allowable reimbursements. **The deadline to complete the survey is Thursday, November 5, 2020 at 5:00 p.m., sooner if possible.** Completing this Worksheet does not guarantee funding.

**[Click here to open Reopening and Economic Relief Worksheet](#)**

(or copy and paste: <https://app.smartsheet.com/b/form/19f6c91d32544ec29e6b28b60491435f>)

Due to the nature of the funds, federal restrictions limit the types of expenses that are eligible to be covered by CARES Act funding. In addition, CARES Act funding is subject to federal audit, with documentation required to be retained for five years.

**Again, we strongly encourage you to complete the Worksheet linked above as soon as possible, but no later than 5:00 p.m. on Thursday, November 5, 2020. Failure to complete the survey may render your organization ineligible to request CARES Act Funding from the OAC.** We appreciate your prompt attention to this matter.

After reviewing this information, if you have questions, please contact us at [OrgPrograms@oac.ohio.gov](mailto:OrgPrograms@oac.ohio.gov).

Thank you. Stay safe and healthy.

- The Ohio Arts Council staff



## State of Ohio CARES Act Funding via the Ohio Arts Council

### Background

Federal funding awarded under the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) has been provided to the State of Ohio to counteract the economic effects of the COVID-19 pandemic, with aid now being distributed to nonprofit arts providers in the state through the Ohio Arts Council (OAC). Through the designation of funding by Governor Mike DeWine and the General Assembly, the OAC will award \$20 million in CARES Act support. This marks the most significant arts economic relief package ever earned and administered by the OAC. The OAC will regrant the entirety of the \$20 million in federal CARES Act dollars without retaining any for overhead or administrative expenses.

### Covered Period

Funds can only be used to cover expenses incurred between March 1, 2020 and December 30, 2020.

### Eligibility

Funding is being disbursed to current operating support grantees based on statements of determined need. These organizations have all been thoroughly vetted via a public panel process within the last 18 months and subsequently approved for multi-year funding by the OAC board.

Grantees operating as units of Ohio colleges and universities, as well as those operating as units of municipal governments, are ineligible for additional funds via this disbursement, and should seek more information from their college/university or municipal government.

### How to Apply

Organizations will use a two-step process to request CARES Act funds from the OAC:

**STEP ONE:** Interested organizations must complete the OAC Reopening and Economic Relief Worksheet linked below, providing the OAC with details on needs and unanticipated expenses, as well as allowable reimbursements. **The deadline to complete the Worksheet is Thursday, November 5, 2020 at 5 p.m., sooner if possible.** Completing this request does not guarantee funding.

**[Click here to open Reopening and Economic Relief Worksheet](#)**

(or copy and paste: <https://app.smartsheet.com/b/form/19f6c91d32544ec29e6b28b60491435f>)

**STEP TWO:** When notified, organizations must formally accept a grant award via ARTIE, the OAC’s online grant system, through a completed Grant Agreement. Instructions and award offer will be provided by email to your organization’s primary contact in ARTIE on or before Thursday, November 19, 2020. Of note, there is no cash match required for this funding opportunity. The deadline to complete this ARTIE process is **Tuesday, November 24,**

**2020 at 5 p.m.** Failure to meet this deadline will result in cancellation of the award offer, and non-accepted Grant Agreement contracts will become void after this date.

Awards will be processed and made available to awardees in early December. Pursuant to federal law, all funds must be expended by the OAC by December 30, 2020.

NOTE: Grantees' current FY 2021 operating support, other current OAC grants, or eligibility for future OAC funding will not be affected by either 1) receiving CARES Act funding or 2) the decision to seek or not seek CARES Act funding at this time.

### **Responsibilities, Records, Taxes, & Future Audits**

All organizations receiving funding from the state should maintain records of all COVID-19 related losses and expenses, and records of any other COVID-19 relief payments received from other sources. These records should be sufficient to establish that the funds were used in a manner consistent with 42 U.S.C. 801(d). Records should be maintained for a period of five (5) years after the final expenditure of funds. The Auditor of State has authority to audit any entity or individual that receives funds from the state.

CARES Act dollars constitute a federal grant and may also be subject to federal audit. Grantees not accustomed to processing federal awards are advised to review documentation requirements, ensure that recordkeeping is in order, plan to document extensively (note: documentation may include bills, invoices, receipts, monthly financial statements, executed contracts, payroll ledgers, and other documents), and plan to carefully retain documentation for a period of at least five years. Grantees must maintain appropriate records, as required by 2 CFR 200.302 (financial management), 2 CFR 200.430(i) (standards for documenting personnel expenses), and 2 CFR 200.333 (retention requirements for records) to substantiate the charging of any compensation costs related to interruption of operations or services. The grantee must have adequate records to support that the cost met the terms and conditions of the award and allowable costs/cost principles under 2 CFR 200 Subpart E (necessary and reasonable, allocable, net of credits, limitations, consistency, and where required – prior written approval).

The State will be issuing a 1099 for these awarded funds because reporting circumstances may vary depending on your organization type and specific laws and rules. Payment recipients should consult with an accounting professional for guidance related to tax reporting and payment.

### **How Funds Can Be Used**

The state has determined that the arts and cultural sector has been significantly financially impacted by the pandemic and nonprofit arts providers are in need of financial assistance to offset both expenses incurred in addressing COVID-19, as well as lost revenue due to the pandemic. Eligible expenses come in two broad categories:

1. **Reopening Measures:** Incurred costs due to public safety measures associated with mitigating the COVID-19 pandemic, such as:
  - a. Purchase of personal protective equipment (PPE), sanitizing or medical products, or related supplies
  - b. Purchase of cleaning equipment or services

- c. Equipment needed to meet reopening guidelines, including physical barriers, touchless systems, etc.
- d. Costs associated with offering virtual programming or services, including teleworking expenses and technology (software, website upgrades, etc.)

2. **Economic Relief:** Incurred costs caused by cancelled or postponed public programming associated with the COVID-19 pandemic, including reimbursement for items including:

- a. Staff salaries and benefits, including sick or paid family leave provided to enable compliance with public health precautions
- b. Outside contractor payments
- c. Rent or mortgage payments
- d. Operating costs including utilities or insurance
- e. Costs associated with canceling programs, such as contractual payments to venues or vendors

Expenses NOT eligible include:

- 1. Expenses incurred outside the March 1, 2020 – December 30, 2020 timeframe (including prepayments for goods or services)
- 2. Expenses already reimbursed via other CARES Act funding (e.g., from a local, county, state, or federal source, including the National Endowment for the Arts), including for staff members who collected unemployment during the affected timeframe
- 3. Expenses covered by business interruption insurance or reimbursed via other federal aid received in response to COVID-19 or any other federal program
- 4. Expenses already paid for via other OAC funding
- 5. Reimbursement to donors for donated items or services
- 6. Severance pay
- 7. Legal settlements
- 8. Workforce bonuses (not including hazard pay or overtime)

### **Questions**

OAC staff will be available to answer questions you may have about applying for, receiving, or expending these CARES Act funds. Contact us by email at [OrgPrograms@oac.ohio.gov](mailto:OrgPrograms@oac.ohio.gov).

### **Updates**

The OAC continues to share relevant agency updates related to the COVID-19 pandemic on its website at [oac.ohio.gov/About/Coronavirus-Updates](http://oac.ohio.gov/About/Coronavirus-Updates).