



Revitalize Creative Newton Grant 2021 Guidelines and Eligibility

Overview

This year, in addition to matching the allocation the city receives from the Mass Cultural Council, the City of Newton is also contributing to the Newton arts sector through the grant program **Revitalize Creative Newton (RCN)**. This \$75,000 grant program is intended to support cultural organizations who provide or want to provide arts and cultural programming that will support our Newton community, as they respond to and recover from the coronavirus pandemic. Unlike other Arts Endowment funding programs that offer project-based support, RCN funds are intended to support specific operating costs only. Cost share/matching funds are not required. Funding for this program is made available by the Mayor with funds from the *American Rescue Plan Act*.

Eligible organizations include

- Arts and cultural 501(c)3 Non-profit organizations of any budget size that can demonstrate that they have been negatively economically impacted by COVID-19, such as performing arts and visual arts organizations, performing arts facilities and creative youth development organizations.

Grant amounts and application deadline

- RCN grant funding is intended to cover costs for reopening and restarting programs. Eligible costs may include, but are not limited to payroll, new technology, and costs related to ongoing organizational shifts in response to the negative economic impact of COVID-19.
- Applications must be submitted in their entirety on or before **November 30, 2021, 5:00 pm EST**.
- No late applications will be accepted.
- Grant amounts will be determined based on demonstrated financial need and number of applications.

Eligibility

- Non-profit 501(c)3 organizations that are physically located and legally operating in Newton, MA
- 3-year history of providing a benefit to the people of Newton
- Proof of current non-profit status is required
- Documented negative impact due to COVID-19
- Organizations who are approved for RCN grant funding may utilize a fiscal agent for the purpose of performing various financial duties in accepting and distributing the grant funding

Not eligible for RCN grants

- Individuals
- For-profit organizations
- Organizations not based in Newton
- Organizations who have less than 3 years history of providing arts/cultural programming and/or support in Newton

Application Process

- We prefer to have all proposals submitted online. If necessary, you can pick up a hard copy at the Cultural Development Office and drop off 5 completed copies. The Cultural Development Office is located at 1294 Centre Street, Newton Centre.
- Online and paper applications must be submitted on or before **November 30, 2021, 5:00 pm EST.**
- **No late applications will be accepted.**

Application Review

The following criteria are considered during the review of applications:

- Demonstrated negative impact to the organization due to COVID-19
- Significance of your request to the mission and core work of the organization
- Ability to carry out an award as shown by the alignment of the budget and other resources with the goals and requirements of this funding opportunity
- As appropriate, potential to have an immediate impact on the arts workforce
- As appropriate, the potential to serve and/or reach individuals whose opportunities to experience the arts are limited by race, ethnicity, gender, sexual orientation, age, socioeconomic status, disability, other protected and important classes of people, and geography

All eligible applications are reviewed by an advisory panel. The panel consists of experts with knowledge and experience in the area under review. Each application is reviewed and rated in

accordance with the published review criteria. It is anticipated that applicants will be notified of recommendation or rejection by December 31, 2021

COMPLETING THE APPLICATION

Your Organization

Provide the following information

- Primary contact Information
- Legal/IRS name of your organization, address, website, Tax ID number
- Organizational discipline (select)
- Upload proof of current 501 c 3 status.
- Mission and history of your organization including description of its founding, purpose, and significant milestone
- Describe your organization's impact to the City of Newton.
- Describe in detail how the COVID-19 pandemic has impacted your organization. Be specific about your work prior to the pandemic and how it has changed. You may describe programming that was canceled or reimagined due to the pandemic. Virtual programming, planning and COVID-19 recovery activities are considered to be arts programming. Include details such as dates/years, titles of work/events/programs, venues, key artists/personnel, number of classes, performances, exhibitions, and participants and audience when applicable.
- The City of Newton is interested in reaching audiences that are traditionally underrepresented in the arts. Tell us about your organization's reach to these communities.
- Background of your organization including relevant details about your organization's size, number of staff and demographics served. You may also describe your role in Newton's COVID-19 relief and recovery efforts.

Fiscal Agent Information

- If you are using a fiscal agent, complete the information requested about the agent and describe your relationship. Include details like the longevity of the relationship and specific roles you each play.

Your Budget

- Number of staff positions including artists/contractual personnel.

- List your operating budget figures from the most recently completed fiscal year, the previous fiscal year, and the fiscal year prior to that. In the budget form, fill in the line items only for Total Income and Total Expenses for each year, the operating Surplus/Deficit will self-calculate.
- Describe your organization's fiscal health including current costs and financial challenges going into calendar year 2022. Clearly explain how your organization has been financially impacted by COVID-19 and how this year's budget and staffing compares to pre-COVID revenue and expenses. Include details about any recovery funding the organization has already received and what roles those funds play in your financial status for 2021-2022.
- If you have received other relief and recovery funds (federal or local) list them.

Your Request

Grants will be made to eligible organizations to support their own operations. These funds are intended to support your organization's day-to-day business expenses/operating costs, and not specific programmatic activities. Cost share/matching funds are not required.

- Input the amount of funding you are requesting
- Provide an itemized listing (bullet points) of how you will use potential RCN funding
- Describe in more detail how RCN funding will help your organization recover.

Certification

The City of Newton welcomes applicants from all segments of our community and encourages diversity in the cultural life of Newton. We strive to be an equitable city providing equal access to resources and we value all cultural traditions and expressions. In accordance with state law, Massachusetts cultural organizations may not discriminate in their programs or staff and board membership on the basis of race, ethnicity, gender, religion, creed, color, national origin, disability, sexual orientation, socioeconomic status or age.

Organizations funded under this program must make reasonable accommodations to ensure that people with disabilities have equal physical, programmatic, and communications access as defined by federal law.

Submit Your Request

Use this section to provide any additional details you feel are important for us to know when reviewing your application. Requests to submit additional documents can be emailed to pgannon@newtonma.gov.

Click SUBMIT and you will receive a confirmation that the application was received.

Information Sessions

We will be hosting zoom information sessions specifically for **Revitalize Creative Newton** grants. Register online for one of the sessions, [November 9, 2021](#), 9-10:30 am or [November 18, 2021](#), 6 -7:30pm. Please submit questions for the information sessions via email to pgannon@newtonma.gov. Include the session you will be attending and your phone number in case she needs to contact you for any clarification. Because of the volume of applicants applying for the RCN grants, we strongly encourage you to read the FAQ sheet and all other RCN Grant information, and ideally attend an information session, before reaching out to Cultural Development Staff. Thank you.