



GUIDELINES FOR PROGRAM STREAM

DUE DATE: January 18, 2022, 5 p.m. EST

PLEASE NOTE THAT NO EXTENSIONS WILL BE GRANTED

GRANT ACTIVITY PERIOD: September 1, 2022-August 31, 2023

Pennsylvania Partners in the Arts (PPA) is a partnership between local organizations like the Greater Pittsburgh Arts Council and the Pennsylvania Council on the Arts (PCA). As a Pennsylvania Partner in the Arts, the Arts Council re-grants PCA funds to support a variety of local and community arts activities. The goals of this partnership include:

- Expanding constituent access to the arts by (a) making arts programs available to communities that may have been underserved in the past by state arts funding, and (b) supporting a wide variety of arts activities in communities, developed in a variety of local settings.
- Encouraging and supporting local decision-making in regranting of arts dollars.
- Increasing awareness of and advocacy for government support and funding for the arts at the local and state levels.
- Enabling the PCA to provide increased assistance to its broad constituency throughout the state.

Program Stream

Program Stream provides ongoing support to qualified applicants that provide consistent levels of artistic programming and/or arts services in Pennsylvania. Activities and services generally must have a public component.



Eligibility

Applicants must:

Be invited to apply by the Greater Pittsburgh Arts Council or the PCA based on a consistent application and grant history with the PCA or the Arts Council.

Be a nonprofit, tax-exempt corporation, a unit of government, or a school district providing arts programming and/or arts services in Pennsylvania.

- Applicants are required to provide proof of incorporation and activity in Pennsylvania before applications are reviewed or funds awarded.
- Unincorporated groups must apply through a nonprofit, tax-exempt corporation 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 its services.
- Applicants applying through a fiscal sponsor organization must meet the same requirements as other applicants, except for nonprofit status. The fiscal sponsor is responsible for any award.
- The fiscal sponsor receives the award check directly from the Greater Pittsburgh Arts Council and is responsible for ensuring the completion of the final reports.

Have an average annual revenue of less than \$200,000.

Matching Requirements

- All grants must be matched on a dollar-for-dollar basis in cash.
- In-kind goods and services may not be used to match PCA funds.
- Program Stream grant funds cannot be used to match other PCA grants.

Funding Restrictions

Grant funds cannot be used for any of the following:

- Activities outside the performance period of the grant.
- Activities that have a religious purpose.
- Payments to lobbyists.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses (i.e., receptions, parties, gallery openings).
- Capital expenditures, including equipment costing \$500-or more.
- Competitions.
- Performances and exhibitions not available to the public.



Application Process

Based on their PA county of residence, applicants must submit applications to the Greater Pittsburgh Arts Council. Applications are due January 18, 2022, for the grant performance period of September 1, 2022, to August 31, 2023. Late applications will not be accepted. (If the due date is missed, an application may be submitted to Entry to Program Stream by the February 15, 2022, due date).

Application Review Process

- The Greater Pittsburgh Arts Council staff review applications for any significant changes in finances, leadership, programming, or other factors that may have an adverse impact on the applicant's ability to meet the terms of the grant agreement. A staff member may contact applicants about these changes to obtain additional information.
- The PCA annually reviews funding parameters for Program Stream.
- Applicants will be notified of the status of their applications, award amounts, and grant award agreements.

How to Apply

Step 1 - Review the guidelines covered in this document.

Step 2 - Apply through the Greater Pittsburgh Arts Council's [grants webpage](#) by clicking on the Program Stream section.

Step 3 - Submit your application online by February 18, 2022.
No hard copies, please.

Need Help?

For technical and login questions or questions about content and attachments, please contact the Greater Pittsburgh Arts Council's Manager of Grants and Management, Shaqui Scott, at sscott@pittsburghartscouncil.org.



APPLICATION INFORMATION

In addition to basic demographic and business information, you will be expected to provide the following information on the official application.

Narrative

- As applicable, describe any significant change in your programming or services over the past year (e.g., material change in your mission or arts program goals or the elimination of programming or services). Max 500 words, if not applicable, respond with “N/A.”
- As applicable, describe any significant change in leadership or financial resources over the past year. Max 500 words, if not applicable, respond with “N/A.”

Financial Information

You will be asked to provide total revenue for your most recently completed fiscal year (all contributed and earned cash income, and realized income from investments, as applicable. Do not include in kind).

Job Information

Current Number of Full-Time Equivalent (FTE) jobs, where FTE is calculated as a minimum of 35 hours per week. As applicable, include contractors or leased employees providing consistent services under your organization’s direct supervision. For non-arts organizations, provide the number of FTEs working within your arts program.

To the extent that your FTE count varies during the year due to the seasonality of programming or operational needs, provide your anticipated high mark of FTE jobs through the end of the grant period. As applicable, include contractors or leased employees providing consistent services under your organization’s direct supervision.

Applicant Survey

Please fill out this survey in addition to submitting your application materials.
<https://www.research.net/r/ProgramStreamSurvey>

Required Attachments

- IRS Determination Letter confirming nonprofit 501(c) status.
- For arts organizations, attach your most recently submitted form of 990 (or 990-N or 990-EZ) IRS tax filing. For non-arts organizations, attach an arts-specific program financial statement from your most recently completed fiscal year. The program financial statement must include program revenue, including contributed and earned income and income realized from investments, as applicable, and expenses.

Representations and Warranties

The Applicant makes the following representations and warranties to the Greater Pittsburgh Arts Council. Effective as of the submission of this Application, the Applicant hereby represents and warrants to the best of its knowledge and belief that:

- The information the Applicant presents in this application and any attachments thereto are true and correct.
- The Applicant has ongoing operational expenses.
- The Applicant has not received an audit finding in respect of its status as a going concern and expects to remain a going concern at least through the grant term.
- The Applicant expects to deliver arts-related programming or services and fulfill its obligations under the grant, whether virtually or in person, during the applicable grant term.

About PCA

The Pennsylvania Council on the Arts (PCA) is a state agency under the Office of the Governor. The PCA's mission is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts. By leveraging the immense potential of Pennsylvania's arts and cultural sector, the PCA supports jobs, builds community, inspires lifelong learning, promotes the commonwealth nationally and internationally, and sparks innovation. For more information about the PCA, visit arts.pa.gov.

