



To: FY 2020 Sustainability Grantees
From: Dia Foley, Investment Director, Ohio Arts Council
Re: Revised FY 2020 Sustainability Grant Amounts – Memo and Instructions
Date: May 14, 2020

INTRODUCTION

As announced on May 6, 2020, due to state budget reductions caused by the negative effect of the coronavirus (COVID-19) on Ohio's economy, the Ohio Arts Council (OAC) was forced to reduce its current FY 2020 budget by nearly \$1.35 million. Through careful fiscal management, the OAC lessened the impact on grantees by approximately \$595,000. To bear the remainder of the reduction, however, the OAC has reduced its FY 2020 grant budget by \$753,814. To do this, FY 2020 Sustainability grants have been reduced by 6.6 percent.

We realize this reduction comes at an extremely difficult time for many organizations. Rest assured that the OAC remains committed to doing everything it can to support your ongoing work and to provide as stable and flexible a funding source as possible during this challenging period. It is our hope that each of your organizations will be able to use these funds to preserve mission-critical operations and address core needs.

NEXT STEPS

FY 2020 Sustainability grantees now have two tasks to complete to receive payment: 1) to complete and submit a revised Grant Agreement for FY 2020, and 2) to complete and submit a Final Report for this award. Both can be done immediately. Instructions are included with this memo.

As a reminder, your organization has already received a 50 percent Partial Payment on your FY 2020 Sustainability award (either in mid-March as initiated by the OAC, or earlier if initiated on your own). As described below and on our website, the agency is adjusting its normal Final Report processing procedures to make possible the earlier payment of the remainder of each award (NOTE: Final Report due dates of July 30 remain in place; however, filing your Final Report earlier this year will allow for an earlier final payment of your award). This second, and final FY 2020 payment will be the difference between the 50 percent of your original award, and your revised full award. We know schedules are busy, but would encourage you to take advantage of this opportunity to finalize your award as soon as possible.

A LOOK AHEAD: FY 2021

It is important to remember that your organization's revised FY 2020 Sustainability award is not predictive of the amount of your forthcoming FY 2021 award (for activities occurring July 1, 2020 – June 30, 2021). Although Sustainability awards are four years in duration, each year is calculated separately to accommodate each year's available OAC grant budget, as well as to account for fluctuations between and among all grantees and their respective operating budgets.

As was previously announced, the OAC has committed to using approximately \$500,000 in federal CARES Act funding from the National Endowment for the Arts to bolster FY 2021 Sustainability awards. However, please keep in mind that future state budget reductions are possible and could result in net FY 2021 Sustainability award reductions as well. Final FY 2021 grant awards will be calculated in mid-to-late summer after the state budget office revises its FY 2021 revenue projections and agency budgets, and after the OAC board reviews and approves FY 2021 awards at its July 22 meeting. Our agency will communicate FY 2021 Sustainability award amounts to grantees afterwards.

If you have any questions about how to proceed with completing and submitting either your FY 2020 Grant Agreement or your FY 2020 Final Report, please do not hesitate to contact either me or your program coordinator. Good luck with the remainder of your work this fiscal year, thank you for your continued leadership in your own communities and in the Ohio arts and cultural sector, and please stay safe.

INSTRUCTIONS

STEP ONE: ACCEPT AND SUBMIT YOUR REVISED GRANT AGREEMENT

1. Log into ARTIE, go the “View Current/Past Awards” tab, and click the “Open” button under the Grant Information header for your FY 2020 Sustainability Grant. (Your application number will start with “20”.)
2. Carefully review your Grant Agreement for the *revised* grant award and match requirement. Near the bottom of the page under the Signature area, check the box to indicate that you have reviewed the Grant Agreement in full and agree to its terms.
3. By clicking “I AGREE” at the bottom of the page, please formally accept the terms of the grant contract; no paper copies are needed by the OAC.
4. Upon receipt of the grant agreement, the final, reduced half-payment of your Sustainability award will be processed. (All Sustainability grantees have already received 50 percent of their original FY 2020 award via the Partial Payment process.) Please note: The final payment will be the difference of the revised, reduced award amount less the partial payment already received.

NOTE: Completed revised Grant Agreements can be submitted beginning May 14, 2020 and are due no later than June 30, 2020.

STEP TWO: COMPLETE AND SUBMIT YOUR FINAL REPORT

The OAC believes that the economic health of the State of Ohio – and the financial health of our organizational grantees – will be strengthened if the remainder of our grantees’ funds can be processed and paid out sooner rather than later. To this end, the OAC has provided detailed guidance on how to complete this year’s Final Reports for organizations experiencing changes in programming due to the COVID-19 crisis. [Click here to review this guidance on the OAC website.](#)

In general, all grantees are now advised not to extend project end dates (beyond June 30) unless absolutely necessary, not to ask for Final Report extensions (beyond July 30) unless absolutely necessary, and not to worry if programming has not unfolded entirely as planned due to COVID-19.

Grantees are also encouraged to submit Final Reports now, even if some materials or details cannot be included at this time due to travel limitations, staffing constraints, or building closures – e.g., final attendance figures, support materials, program evaluation results, and so on. OAC staff will contact any grantees whose Final Reports cannot be processed on a case-by-case basis and seek further information as needed.

As a result, your OAC Final Report has been updated to present grantees with the option to submit now, which triggers the OAC's review and payment processes, while you can simultaneously indicate a need to return to the report in the coming weeks to add additional details. This option appears on the Submit tab.

Finally, the Final Report now includes a brief opening survey. FY 2020 grantees will be asked to indicate whether, because of the evolving COVID-19 crisis, they have taken, or will take, a variety of measures related to staffing and programming. Full and accurate reporting of grantee hardships related to COVID-19 will be important in determining how the agency can best provide future resources and informing policymakers of the COVID-19's impact on Ohio's arts and cultural sector as future OAC budgets are considered. Thank you for your candor in responding to these questions to the best of your ability.

To complete your Final Report:

1. Log in to ARTIE, go the "View Current/Past Awards" tab, and click the "Open" button under the Final Report header for your FY 2020 Sustainability Grant (Your application number will start with "20.")
2. Fill out the report tab by tab, completing all response items as directed. All responses are reviewed by OAC staff.
3. Attach support materials, images, and other materials as appropriate. (Any materials that the OAC can use to highlight your activities in future promotional materials are especially appreciated.)
4. **PLEASE NOTE:** All grantees are required to report the physical location/venue where each activity took place using the Activities Location Worksheet in the Participation tab as well as the number of days the activities occurred. Instructions are provided in your final report.

This data is used by the National Endowment for the Arts (NEA) and the OAC to determine where arts events are occurring. The OAC is required to provide this information directly to the NEA. You can enter each venue's street address. If no address is appropriate (e.g., if an event took place in a wooded area), a longitude/latitude must be entered. (To find this data quickly using Google Maps, right click anywhere on a map and select "What's Here?")

5. Submit your completed report under the "Preview and Submit" tab. All materials are submitted electronically; there is no need to mail any hard copies to the OAC.

NOTE: Completed Final Reports can be submitted beginning May 14, 2020 and are due no later than July 30, 2020.