HAWAI'I
STATE FOUNDATION on
CULTURE and the ARTS

SFCA American Rescue Plan (ARP) Recovery Grant for Individuals 2022
Application Information and Instructions

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QUESTIONS? email SFCAartistgrants@hawaii.gov

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OVERVIEW

About The Individual Artist Program

The State Foundation on Culture and the Arts (SFCA) provides public funds through the Individual Artist Program to recognize and support individual artists in Hawai`i. Individual artist grants support projects that are designed to promote, perpetuate and preserve culture and the arts in Hawai'i. Individual artists include teaching artists, traditional arts cultural practitioners, and Western-based and contemporary artists.

SFCA Mission – *To promote, perpetuate, and preserve culture and the arts in Hawai`i*

SFCA Vision – *"We envision a thriving and vibrant Hawai`i enriched by culture and the arts"*

What Is The SFCA American Rescue Plan (ARP) Grant?

The State Foundation on Culture and the Arts (SFCA), with support from the National Endowment for the Arts (NEA) through the American Rescue Plan Act, developed a relief grant to assist eligible individual artists across the State of Hawai`i. This emergency funding is designed to support the arts and culture sector as it recovers from the devastating impact of COVID-19.

The State Foundation on the Culture and the Arts will utilize this funding to administer two types of grants benefiting the state's culture and arts community: one for individual artists (*see individual artists below*) and one for nonprofit culture and arts organizations.

The legal provisions for individual artist grants are in Sections 9-11 through 9-18 of the Hawai'i Revised Statutes. Grants are subject to available funding. During the application period, all eligible applications received by the application deadline are considered. Grants Panels review the applications and submit their funding recommendations to the SFCA Board of Commissioners. The SFCA Board of Commissioners has final approval of the recommendations.

APPLICATION & ELIGIBILITY REQUIREMENTS

The following are requirements AT THE TIME of application.

SFCA American Rescue Plan (ARP) Recovery Grant for Individuals 2022:

This is a **project-based community-impact arts and culture grant** that individual artists (*see individual artists below*) can apply for.

Individual Artists in Hawai`i are:

- Teaching Artists

- Traditional Arts Cultural Practitioners

- Western-based and Contemporary Artists

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Application Requirements:

- Meet the individual eligibility requirements (*see below*)

- Each grant is $7,225 and is only for individual artist stipend/artist fees to carry out specific projects and activities consistent with the programmatic objectives of the SFCA.

- Only ONE application per individual artist applicant

- The entire application is submitted online in Hawai`i GO Smart

- Projects must be implemented entirely in the State of Hawai`i

- Projects are not intended to fulfill academic requirements

- Project implementation period is January 1, 2022 through June 30, 2022

- A Final Report is required upon project completion

Eligibility Requirements:

- U.S. citizen or permanent resident

- State of Hawai`i resident

- Age 18 years or older

- Not barred or suspended from receiving federal funds

- Not an SFCA Staff or Commissioner or immediate family member of an SFCA Staff or Commissioner

- Minimum one year of project experience with the type of project proposed

- Registered and compliant with Hawai`i Compliance Express (https://vendors.ehawaii.gov/hce/)

Go to Eligibility Section in these instructions for more information.

Ineligible Applicants:

- SFCA Staff and Commissioners

- Immediate family members of SFCA Staff and Commissioners

PROJECTED TIMELINE

- August 1, 2021 - Application open in GO Smart

- September 30, 2021 - Application deadline in GO Smart

- October 2021 - Panel review of applications

- November 2021 - Board of Commissioners approve panel-recommended priority list of applications to be funded

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- November/December 2021 - Notification of funding / Contracting begins

- January 1, 2022 through June 30, 2022 - Project implementation period

- July 30, 2022 - Final report and final invoice deadline

HOW DO I APPLY?

All eligibility requirements must be met and required application materials must be complete and submitted via the Hawai`i GO Smart online application system by the application deadline.

- **Online Applications OPEN** – Sunday August 1, 2021, at 12:00 am (HST)

- **Online Applications DEADLINE** - Thursday September 30, 2021 at 11:59 pm (HST)

Applications that are not eligible at the time of the online application deadline will not be accepted.

Contact Our Grants Staff:

- Email us at: SFCAartistgrants@hawaii.gov

- Leave a phone message at: 808-586-0771

Application Resources in GO Smart and the SFCA website

- Individual Artist FAQ (PDF)

- Individual Artist Application Information & Instructions (PDF)

- Sample Complete Individual Artist Application (PDF)

- Project Grant Categories (PDF)
  The arts & culture grants categories and descriptions are the same for projects proposed by organizations and individuals.

- Project Grant Rubric (PDF)

Grants Resources on the SFCA website:

www.sfca.Hawaii.gov

- SFCA website grants page

- SFCA Strategic Plan 2019-2023 (PDF)

- Planning Guide to Writing Grant Proposals (PDF)

- Identifying Bias in the Grant Review Process (Video)

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ARTS & CULTURE GRANTS PROJECTS

Project Grants Categories Align With SFCA Strategic Priorities

The project grant categories all align with the four SFCA Strategic Priorities. The arts & culture project grant categories and descriptions are the same for projects proposed by organizations and individuals.

- Heritage & Preservation project category (CULTURE priority)

- Community Arts project category (ENGAGEMENT priority)

- Arts Education project category (EDUCATION priority)

- Presenting & Performing Arts project category (THE ARTS priority)

Examples of Arts and Culture Projects That You Can Do

Project completion within the project implementation period means that all of the project activities are completed and delivered (i.e. created, presented or performed, available for participation or use by your project's target audience.

Project Activity Formats:

- Virtually/On-line

- Streaming

- Broadcast radio or television

- In-person

Project Activities May Take Place in Different Venues:

- Public places (inside or outside)

- Private places (inside or outside)

- Web-based sites

Project Activity Types May Include:

- Exhibitions, Displays

- Performances, Readings

- Lectures, Lecture-Demonstrations

- Workshops, Classes

- Residencies, Professional Development

- Creating art works, cultural works
  - Composing
  - Choreographing

- o Literary works, playwriting
- o Visual, Craft and Occupational art works (includes fishnets, Hawaiian tools and instruments, etc.)
- o Broadcasts (radio, tv, web-based)
- o CD or DVD production
- o Podcasts
- Building/Maintaining culturally significant works
  - o Traditional hale
  - o Fishponds
  - o Stone/Rock walls
- Presentations in Festivals, Conferences, Seminars, Institutes
- Teaching: In-School time, Out-of-School time (including arts, culture, arts or culture integration)

SFCA Priority Underserved Populations

- Neighbor Islands (Hawai`i Kaua`i, Lana`i, Maui, Moloka`i)
- Rural (neighbors islands and rural O`ahu)
- At-risk children and adults (e.g. incarcerated, homeless, poor)
- Individuals with neurodiverse or physical disabilities

GO SMART & APPLICATION INSTRUCTIONS

GO Smart User Information:

Operating System

GO Smart advises that you use Windows XP or later for PCs. For Macintosh users, use Mac OS X or later. To check the operating system you have on a PC, right-click on My Computer (usually found on the desktop). A system properties window will appear. Under the General tab, you will find the operating system for your computer. On a Mac, go to the Apple menu and select "About This Mac".

Mobile Capability

All elements of GO Smart can be accessed from your mobile device, but you must have a working data connection.

Browsers for GO Smart

- Use Chrome, Safari, or Firefox for an optimal experience.
- Internet Explorer is not recommended.

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- Older AOL browsers are incompatible with GO Smart Online grant system and will not allow you to correctly submit an application. If you use AOL, you may still access the Internet through AOL. Once you are connected to the Internet, minimize the welcome screen window and open Chrome, Safari, or Firefox to access GO Smart Online grant system.

Pop-up Windows

- Pop-up windows are used to provide additional and supplemental information for a website. Many users disable these windows to avoid unwanted advertisements. Disabling pop-up windows will block some elements of GO Smart from performing properly. You must allow pop-up windows to appear in order to use GO Smart successfully. If you have installed "pop-up blocker" software, spy ware with "pop-up blocking" features, or additional toolbars with blocking capabilities you must disable these features and allow pop-up windows. When working in a pop-up window during the application process, you can close the windows when you have finished and return to the application. To do so, close the window by clicking on the "X" in the upper right hand corner of the pop-up window (upper left hand corner for MAC users).

Cookies

- Cookies must be enabled to work with GO Smart. All browsers have cookies enabled by default. If you find you are unable to login with a correct username and password, check your browser's cookie settings. To check your browser's cookie settings, google your [browser name] + "cookie settings" (i.e. "Safari cookie settings") and follow any steps that are provided.

Copy and Paste

- It is advisable that you craft your narrative text responses for grant application questions in a word processor (such as Word) before copy and pasting the text into GO Smart. Use the document to edit your text and count characters. Save the document for your records.

Formatting

- Most formatting created in Microsoft Word, such as bold, italicize, underline, or indent will not transfer into GO Smart. Bullets will become dashes. We recommend reviewing the PDF of your application before submitting so that you can verify the appearance of your responses.

Hawai`i GO Smart Online – Login: (*see snapshot below*)

https://hawaii.gosmart.org/login.php

- If you are already registered in GO Smart, enter your user name and password, then click 'Login'.

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- If you forgot your password, and you click 'Remind Me', the email that you registered with will receive a message.

- You can reset your password by filling in the email that you registered with and your username. Then click 'Reset Password'.

- If you do not remember whether you are registered, or you think you changed your email, we can check for you, email us at – SFCAartistgrants@hawaii.gov

- If you are NOT already registered, then you must create a new profile.

Congressional and State Districts

- This information is required in your GO Smart Applicant Profile when you register for your login.

- These data are used to provide SFCA with an overview of areas served statewide with arts and culture, by districts. For Congressional Districts: https://www.govtrack.us/congress/members/HI#representatives Hawai'i has two congressional districts.

 o The 1st District encompasses urban Honolulu and its immediate suburbs - District 1 is Representative Ed Case

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- o The 2nd District includes the rest of O'ahu and all other islands - District 2 is Representative Kaiali`i Kahele
- o Both Senators serve the entire state
- For State Senate and House Districts: https://www.capitol.hawaii.gov/findleg.aspx

Once You Are Logged In:

GO Smart will take you to the Active Programs, which is a list of all the current application or final report cycles. On the GO Smart menu bar, you will see 'Current Programs & Applications', and below that 'Active Programs'.
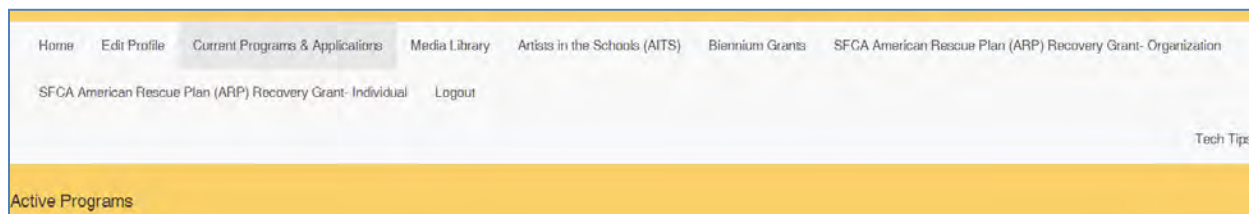
Scroll down to 'SFCA American Rescue Plan (ARP) Recovery Grant (Individual) 2022'. Click on 'START' to begin your application.
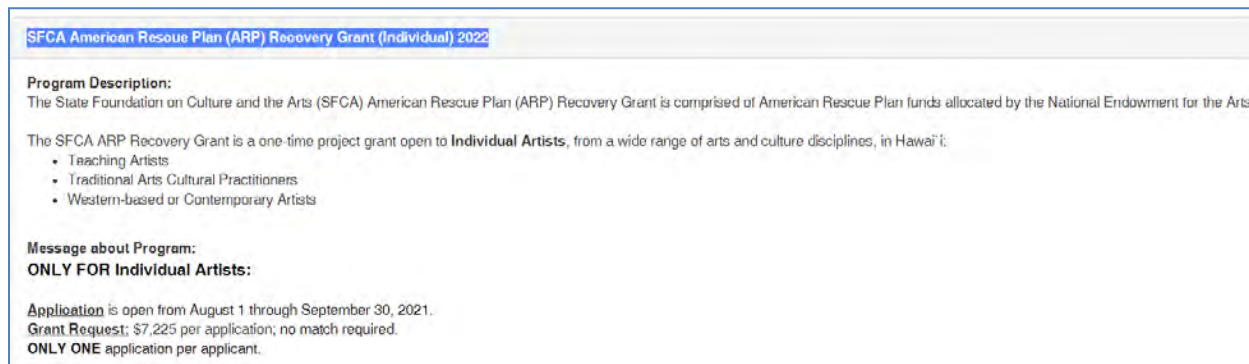
Every time you return to resume work on your application, you will see 'EDIT' with your application number. 'IN PROGRESS' means you are still working on your application. You will also see 'View PDF', so if you click on this, your PDF as of the last time you saved your application will open. Every time you save your work, the PDF will refresh automatically.
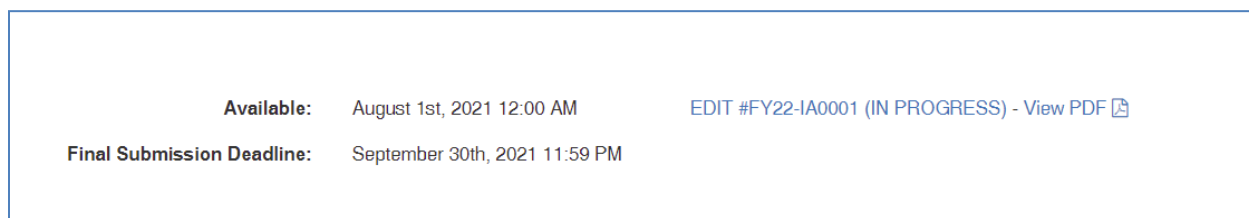
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GO Smart Application Sections:

- There is one (1) main GO Smart profile page and it is the page where you filled in your registration information. This information stays in the system and can be updated as needed. This information is necessary when SFCA reports to the NEA.

- Then, there are seven (7) sections for this application.
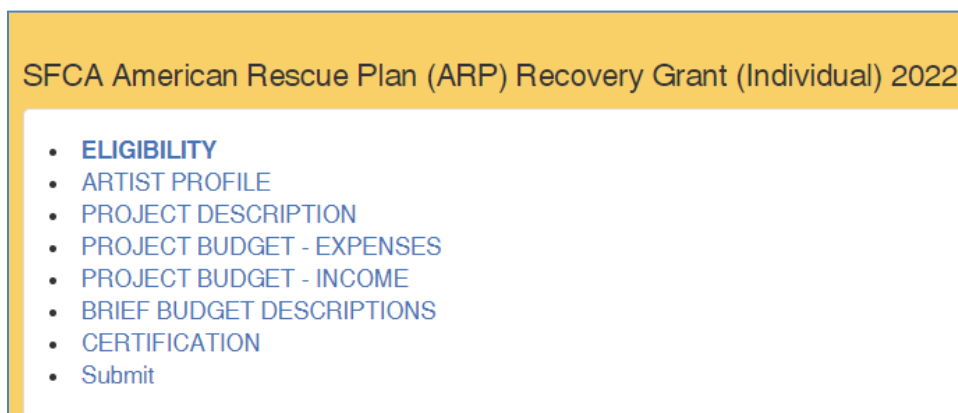
- Save your application as you work AND view your application PDF at any time.
  Make sure to save your work as you complete your entries. If you would like to see what the application will look like or download the draft/final application, click on 'View PDF' on the bottom of the page you are working on.
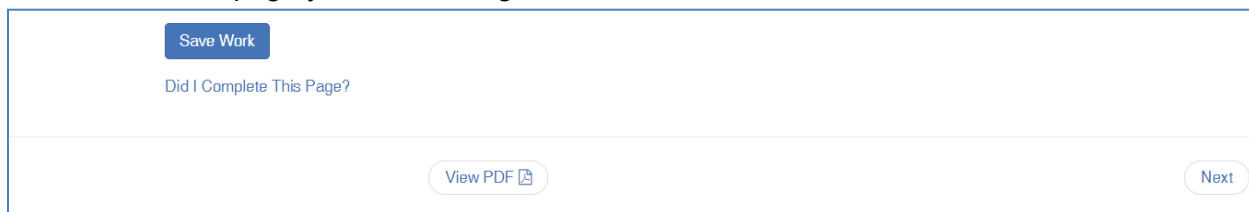
ELIGIBILITY Section

- Begin your registration or update your registration in Hawai`i Compliance Express immediately.

- Make sure that you are compliant by the application deadline. You are required to upload your **compliant** certificate with your application.

- Any applications with Hawai`i Compliance Express certificates that are uploaded with a NOT COMPLIANT status will be ineligible.

  Exception as of 8/5/2021 - Pursuant to the Governor's Emergency Proclamation, signed August 5, 2021, §103-53, Hawaii Revised Statutes (HRS), Internal Revenue Service (IRS) tax clearances are suspended with conditions. Due to delays in IRS federal taxes

compliance, the Governor's Emergency Proclamation of 8/5/2021 allows state offices to accept non-compliant certificates IF the only non-compliant item listed is Internal Revenue Services as either "Submitted" "Pending" or "Not Compliant" **Important:** Please note this is an Emergency Proclamation and could change or be extended at any time, including at the time of contracting awards approved for funding.

- *NOTE: Your identifying information in Hawai`i Compliance Express for the compliance certificate **must match exactly** with your identifying information in Form W-9 that SFCA will need for contracting grants that are approved for funding.*

You will certify that you are an eligible individual to apply and upload your compliance certificate here. Upload your compliance certificate as soon as you obtain it.

> Name your file - Compliance_Your Name.pdf
> For example - Compliance_Individual Artist.pdf

APPLICANT PROFILE

This is where you registered in GO Smart with your contact and individual applicant information, including your username and password.

For District information (Congressional, State Senate, State House), here is where you can obtain information for your districts.

ARTIST PROFILE Section

The Artist Profile section is for SFCA to collect additional artist profile information. **This section will not be evaluated in the panel review**. Most of these questions are checkboxes, so it is easy for you to fill out.

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- How did you find out about this grant? (select all that apply)

- Primary Island - where you live, are based, or primarily work: (select one)

- Preferred Pronouns (OPTIONAL): (select one if you choose to answer)

- Race/Ethnicity (OPTIONAL): If you choose to answer, please write those race/ethnicity you identify with here

- How many years have you been an active practicing artist? (includes teaching artists, traditional arts cultural practitioners, western-based and contemporary artists): (select one)

- I am actively practicing as a: (select all that apply)

- My Artistic/Cultural Discipline(s): (select all that apply)

- Populations that I often serve: (select all that apply)

- Type of Program Support - I would benefit from the following types of individual artist program support: (select all that apply)

- School/Nonprofit Organization - Do you also have your own school or nonprofit organization to support your arts/culture work? (select all that apply)

PROJECT DESCRIPTION Section

To keep in mind as you write your application - put yourself in the Panelist seat and ask yourself "will the panelists clearly understand what I am trying to do?".

For the narrative questions, there are specific character limits. HINT - word process your answers, then cut and paste into GO Smart.

Project description questions will cover:

- What are your project activities

- Your experience with this kind of project

- How, when, where will you do your project activities

- Who will the project benefit and how or why

- How will you gauge project success

- Work samples (Application Support Materials).

- Project Title - 75 characters

- Award Request = select $7.225

- Grant Category - select one of the four listed (each grant category is aligned with one SFCA strategic priority)

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- Presenting & Performing Arts subcategory - select one choice from the list

- Community Arts subcategory - select one choice from the list

- How the project aligns with the grant category/strategic priority that you selected - 1000 characters
  You can refer to the project grant categories chart, and
  You can refer to the SFCA Strategic Priorities 2019-2023.

- Project Director = Your Name

- Preferred Phone # = Your phone

- Email = Your email

- Project Summary - 250 characters (keep it clear and concise so that reviewers who read the list of projects that we compile understand how this relates to your project title and what the project is about)

- How will the project be accomplished - 2500 characters (i.e. what will you be doing as you carry out the project, how will you be implementing it)

- Project Start Date - no earlier than January 1, 2022

- Project End Date - no later than June 30, 2022

- Estimated timeline - 1000 characters (when the proposed activities will take place - provide firm or estimated dates)

- Proposed Locations - 1000 characters (where the proposed activities will take place - provide firm or estimated activity locations)

- Proposed Islands - one or more islands that your project will directly serve - select all that apply from the list

- Your experience for implementing this project - 2000 characters (minimum one year experience with this type of project)

- Artist Resume/Bio (OPTIONAL): - This attachment is optional if the previous question provides enough information about your minimum one year experience. If you decide to upload an Artist Resume/Bio supporting your minimum one year experience - ONE page only.

  Name your file - Resume_Your Name.pdf
  For example - Resume_Individual Artist.pdf

- Does the project directly serve Native Hawaiian artists - Yes or No, including you

- Intended audience and how they will be reached - 1500 characters (if you will be serving any of SFCA's priority underserved populations, include that information here)

  - Your project may serve general audiences.

- o Your project may serve one or more, target or SFCA priority underserved population.

- Project Impact - 2000 characters (how/why is this project important and particularly for your audience)

- How will success be determined - 2500 characters. for example:

  - o Quantitative measures - e.g. audience attendance, number of activities, number of locations, number of learners, schools served, etc.

  - o Qualitative measures - feedback from participants, your thoughts on how to improve the project, would you do anything different, etc.

  - o In other words, how will you know that your project is successful, that you did a good job, that you met your targets.

PROJECT DESCRIPTION Section - Application Support Materials (i.e. work samples, work evidence)

Application Support Materials are required:

- Limited to ONE compiled PDF document of five (5) pages.

- Must enhance the panelists' understanding and appreciation of your application narrative.

- Upload your file in this section.

- Name your file - Evidence_Your Name.pdf
  For example - Evidence_Individual Artist.pdf

Types of Application Support Materials:

- One or two-page photos or photomontage.

- One page with one to three embedded video or audio links with a short annotated description. Choose your video and audio samples carefully, panelists may not have time to watch or listen to a long clip. Maximum of three to five minutes in length is sufficient.

- One or two-page letter(s) from a student, teacher, parent, project participant describing the value of their experience about a similar type of work that you did in the past.

- One or two-page concert program or flyer.

- One or two page news or magazine article about a similar type of work that you did in the past.

Some Identifying and descriptive information to provide about your work samples/work evidence:

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- What is it? - a title or a name
- Who? - identify pertinent individuals, groups
- When? - if it is important for panelists to know when it took place
- Where? - if it is important for panelists to know where it took place
- Why? - relevance to your project

BUDGET Sections

Budget pages are necessary for grant contracting, if your application is funded. These sections have very simple instructions for you to follow precisely and to fill only one field in each section. See the snapshots below.

- Project Budget - Expenses

PROJECT BUDGET - EXPENSES

Your request for budgeted expenses is ONLY for your individual artist stipend of $7,225. Enter zero (0) in all of the fields below EXCEPT for PROGRAM/PROJECT DIRECT COSTS - Contracted Personnel & Serices, where you will enter $7,225 in the following two fields:
- Total Cash Expenses
- SFCA Grant Request Share

Budgeted expenses will automatically calculate.

NOTE: SAVE your work frequently and before proceeding to the next page by using the blue "Save Work" at the bottom of every page.

	Total Cash Expenses	SFCA Grant Request Share	In-Kind (non-cash)
CORE PROGRAM COSTS			
Administrative & Program Support	0	0	0
Subtotals:	0	0	0
	Total Cash Expenses	SFCA Grant Request Share	In-Kind (non-cash)
PROGRAM/PROJECT DIRECT COSTS			
Salaries/Wages - Program/Artistic Personnel	0	0	0
Contracted Personnel & Services	7,225	7,225	0

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- Project Budget - Income

PROJECT BUDGET - INCOME

Your request for budgeted income is ONLY for your individual artist stipend of $7,225. Enter zero (0) in all of the fields below EXCEPT for:
- SFCA Grant Request (enter $7,225)

Budgeted income will automatically calculate.

NOTE: SAVE your work frequently and before proceeding to the next page by using the blue "Save Work" at the bottom of every page.

Earned Income	0
Private Funds & Applicant Cash	0
Public Funds (fed,state,cty)	0
SFCA Grant Request	7,225
Subtotals:	7,225
Income Totals:	7,225

- Brief Budget Descriptions

BRIEF BUDGET DESCRIPTIONS

Enter 'Individual Artist Stipend' in the field for Contracted Personnel & Services.
Enter 'N/A' in all of the remaining fields.

NOTE: SAVE your work frequently and before proceeding to the next page by using the blue "Save Work" at the bottom of every page.

EXPENSES

* Administrative & Program Support:

N/A

Character Count: 3 out of 250

* Salaries/Wages - Program/Artistic Personnel:

N/A

Character Count: 3 out of 250

* Contracted Personnel & Services:

Individual Artist Stipend

Character Count: 25 out of 250

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CERTIFICATION Section

You will certify with an e-signature and date that all of your application information is accurate and complete.

APPLICATION REVIEW & GRANTS FUNDING

Staff Review

- Applications received by the deadline are reviewed by Staff for eligibility and completeness. Applications that are not eligible or not complete will not be accepted. Applicants will be notified about receipt of their application.

Panel Review

- Panelists will evaluate the application on merit, need and ability to carry out the project. The project grant rubric that they will use is the same for evaluating arts and culture projects by organizations and individuals.

- Panelists will discuss their scores for each application in a panel meeting that is open to the public. Information to attend panel meetings will be made available.

- Panelists will make priority recommendations, based on the scores, from highest to lowest, which are submitted to the SFCA Board of Commissioners for review and approval of the prioritized list.

Grant Notification

- Applicants will receive official notification about the status of their application after the SFCA Board of Commissioners approves the prioritized list.

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Grants Funding

- Appropriations from the Legislature of the State of Hawai`i and a state partnership grant from the National Endowment for the Arts, provide public funds to support SFCA's arts and culture grants.

- The pool of available funds for the SFCA American Rescue Plan (ARP) Grant for Individual Artists 2022 is $144,500. Each grant that is approved for funding will be $7,225. We expect to fund twenty (20) grants.

GRANTEE RESPONSIBILITIES

- At the time of contracting, grantees must be compliant with the Hawai`i Compliance Express. It is the applicant's responsibility to monitor the compliance status to assure compliance if the application is accepted for funding.

- A final report of project accomplishments is required, submitted in the GO Smart online system. Final Reports include both quantitative and qualitative information. SFCA uses final report information for upstream reporting, its own annual report, and promotion and advocacy of culture and arts in the state.

- Grantees will submit two invoices - one after contracting (first payment - equal to 90% of the grant) and one at the end of the project (second and final payment - equal to 10% of the grant). The invoice form will be provided.

- Final payment - a compliance certificate from Hawai`i Compliance Express must accompany the final invoice.

- Grantees will inform SFCA Staff about activities for site visits and so that SFCA can assist with promotion as needed.

- Grantees will document their project activities, which may be included as work evidence with the final report. SFCA uses this information for reporting, promotion and advocacy.

Public Information and Credits

- For printed materials, such as flyers, brochures and programs, the SFCA logo and the NEA logo are to used. Crediting information can be found on the SFCA website under **Our Brand**.

- Grantees will sign and submit a *SFCA Release Form for Documentation (PDF)* at the time of grant contracting.

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- Required language for credits and acknowledgments: "*This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai`i and from the National Endowment for the Arts*."

MISCELLANEOUS - NATIONAL RESOURCES

The following links are here to provide "big picture" arts and culture information and resources for those of you who have an interest in arts and underserved populations. (*click on the subjects below for web links*)

- Arts & Older Adults (Creative Aging)
- DEAI (Diversity-Equity-Accessibility-Inclusion)
- Arts & Well-Being
- Arts & Homelessness
- Arts & Rehabilitation
- Arts & Justice
- Arts & Prison
- Inclusive Language

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