



City of Nashua/ Nashua Arts Commission
Recovery Grants to Arts Non-Profits
Program Guidelines
Notice of Funding Opportunity



The City of Nashua will function as the pass-through organization for American Rescue Plan (ARP) funds provided by the National Endowment for the Arts. ARP funds available through this grant opportunity are to support eligible 501c3 nonprofit arts organizations that have been impacted by the Coronavirus pandemic. Eligible organizations must be located in Nashua, NH.

Round one grant applications are due by 5:00 pm May 18, 2022. Late applications will not be considered. (If funds remain, round two will be announced in early 2023.)

To submit via email, send completed the application and supplemental materials to Amy DeRoche at derochea@nashuanh.gov.

To submit an electronic copy via our online system, please visit: [Link](#)

Eligibility

Applicants must:

- Be a 501c3 nonprofit organization (nonprofits operating through a fiscal sponsor are not eligible)
- Have an arts-based mission and a majority of programming in the arts
- Have at least a three-year history of arts programming.
- Demonstrate artistic excellence
- Have obtained or applied for a Unique Entity Identifier (UEI) at SAM.gov (link to instruction document)
- Cannot be disbarred, suspended, or have any other exclusions or disqualifications from receiving federal funding.

- Be a Nashua-based organization
- Use funding within the fiscal year July 1, 2022 - June 30, 2023

Eligible Expenses

- Eligible expenses are limited to:
 - Salary support, full or partial, for one or more staff positions.
 - Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of the organization's day to day operations.
 - Facilities costs such as mortgage principal, rent, and utilities.
 - Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
 - Marketing and promotion costs.
 - Indirect costs (maximum allowed: 10% de minimus rate)

Additional Eligibility Considerations

1. Applicant must be a registered 501c3 nonprofit organization
2. Applicant must obtain a SAM Unique Entity Identifier (UEI). Until April 4, 2022, this is a Dun & Bradstreet (DUNS) number. On and after April 4, 2022, this is a UEI assigned by SAM.gov. Applicant can be in the process of applying for a UEI, but cannot receive funds until the UEI is in place.
3. All grant recipients are required to submit a written final report, due within 30 days of fully expending their funds.
4. Applicants must comply with Title VII of the Civil Rights Act of 1964 and provide assurances that no person will be excluded from participation or be denied the benefits of any program or service on the basis of sex, race, sexual orientation, color, religion, ancestry, age, national origin, or ability. Title VI also extends protection to persons with limited English proficiency. Applicants must take reasonable steps to ensure that LEP persons have meaningful access to programs.
5. Applicants must comply with Title IX of the Education Amendments of 1972, as amended and assure that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

6. Applicants must comply with The Age Discrimination Act of 1975, as amended, and assure that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
7. Applicants must comply with The Americans with Disabilities Act of 1990 (ADA), and assure that no person shall be discriminated against on the basis of disability in employment and places of public accommodation and commercial facilities.
8. Applicants must comply with Section 504 of the Rehabilitation Act of 1973, and assure that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance
9. All applicants are advised that litigation with or indebtedness to the City of Nashua may preclude the applicant's ability to receive grant funds.

Grant funds may not pay for costs supported by any other federal funding. This includes federal funding received either directly from a federal agency (e.g., National Endowment for the Humanities, Housing and Urban Development, National Science Foundation, or an entity that receives federal appropriations such as the Corporation for Public Broadcasting or Amtrak); or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity. NO DOUBLE-BILLING of the SAME COSTS to different federal sources of funding.

For a list of unallowable costs please see Appendix A.

Applicants must adhere to the funding policies of the City of Nashua, which reserves the right to amend, reduce, or terminate any funding for non-compliance with the general guidelines.

TIMELINE

Application opens: April 18, 2022

Application deadline: May 18, 2022 @ 5:00 pm

Awards approved or denied at Nashua Arts Commission Meeting: June 14, 2022

Official Announcement of awards: by June 17th, 2022

Earliest date for funded activities to begin: July 1, 2022

Latest date for funded activities to end: June 30, 2023

Final report due: July 31, 2023

AWARD AMOUNTS

Maximum award amounts are based on the size of the applicant organization's past budget. Organizations with an annual budget of up to \$49,999 are invited to apply for up to \$7,500, those with budgets \$50,000 and above are invited to apply for \$10,000.

REVIEW PROCESS AND CRITERIA

Nashua Arts Commission Grant Review Workgroup will assess applications for eligibility and completeness to prepare recommendations at NAC's June 14th meeting. Any applications that are ineligible or incomplete will not be considered.

Any applications submitted after 5:00 pm on May 18, 2022 will not be considered.

Applications will be reviewed by a volunteer review panel put together by the Nashua Arts Commission to determine that applicants meet all eligibility requirements, demonstrate artistic excellence, need, fiscal responsibility, accessibility, low risk of non-compliance with grant terms and conditions, and have the capacity to administer the award and complete required reporting.

The review panel will assess all applications and make funding recommendations to the City of Nashua & Nashua Arts Commission. All applications from eligible organizations that meet requirements will be at least partially funded.

Reporting Requirements

Grant recipients will be expected to complete their grant activities and submit a final report within 30 days of spending their award. The final report is due no later than 30 days after the full use of award funds or the end of the funding period (by July 31, 2023). Tardiness or failure in submitting the final report may negatively impact future funding requests. All awardees are expected to maintain accounting records and supporting source documents (receipts, payroll records, etc.) for three years from the submission of the awardee's final report and agree to provide copies of those source documents to the City of Nashua upon request.

See Appendix B for additional reporting details.

Marketing

Grant acknowledgement is required on all materials associated with the awardee's programming (printed or electronic) such as programs, press releases, social media posts, and promotions, etc. and should be attributed to the Nashua Arts Commission and National Endowment for the Arts. Logos may be used where space and format permit.

Use the following phrase, **"This project is made possible by support from the City of Nashua/ Nashua Arts Commission through a grant from the National Endowment for the Arts."**

QUESTIONS

If you have any questions regarding any part of this grant program, please contact our city Grant Writer, at DaviesP@nashuanh.gov.

APPENDIX A: Allowable & Unallowable Costs for Recovery Grants to Arts Nonprofits

Recovery Grants to Arts Nonprofits are made possible through a grant from the National Endowment for the Arts (NEA), and are thus required to be used for only Allowable Costs as defined by the NEA's terms and conditions.

ALLOWABLE COSTS

Costs covered by the Recovery Grants to Arts Nonprofits are strictly limited to any and all of the following costs:

- Salary support, full or partial, for one or more staff positions.
- Fees/stipends for artists and/or contractual personnel only in support of services they provide for specific activities in support of the organization's day to day operations.
- Facilities costs such as mortgage principal, rent, and utilities.

- Costs associated with health and safety supplies for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and promotion costs.

Rescue Plan funds may be used by an organization to support existing jobs, new jobs, or to restore jobs that were furloughed or eliminated due to the pandemic.

UNALLOWABLE COSTS (Guidelines, 2 CFR 200, NEA Enabling Legislation)

The costs listed below are **not** allowable, and should not be included as part of your grant-funded programming or budget.

- “Artist Relief” programs where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work.
- Alcoholic beverages.
- Gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value.
- Contributions and donations to other entities.
- General miscellaneous or contingency costs.
- Fines and penalties, bad debt costs, deficit reduction.
- Marketing expenses that are not directly related to arts programming.
- Audit costs that are not directly related to a single audit (formerly known as an A-133 audit).
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- The purchase of vehicles.
- Visa costs paid to the U.S. government.
- Costs incurred before the beginning or after the completion of the official period of performance.
- Cash reserves and endowments.
- Costs for the creation of new organizations.
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.

- Expenditures related to compensation to foreign nationals and/or travel to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control. For further information, see <https://www.treasury.gov/about/organizational-structure/offices/pages/office-of-foreign-assets-control.aspx> or contact our Office of Grants Management at grants@arts.gov.
- Project costs supported by any other federal funding. This includes federal funding received either directly from a federal agency (e.g., National Endowment for the Humanities, Housing and Urban Development, National Science Foundation, or an entity that receives federal appropriations such as the Corporation for Public Broadcasting or Amtrak); or indirectly from a pass-through organization such as a state arts agency, regional arts organization, or a grant made to another entity.

Accounting records (receipts, payroll records, etc.) for all costs covered by the Recovery Grant funding are required to be maintained by the awardee three years from the submission of the awardee's final report. Access to these accounting records will be made available to the GAAC and the NEA upon request.

APPENDIX B: REPORTING REQUIREMENTS

Final reports will be submitted by awardees via the online application platform and will require

- qualitative descriptions of programming outcomes compared to the organizations programming goals (as stated in "Mission Fulfillment in FY23" in the application narrative),

AND the following quantitative information:

- Total Organizational Expenditures from most recent FY (in \$)
- Number of individual artists compensated
- Number of other non-artist individuals compensated
- Number of individual artists hired (I-9 filing, receiving a W-2)
- Number of other non-artist individuals hired (I-9 filing, receiving a W-2)
- Number of adults engaged "in-person"
- Number children/youth engaged "in-person"
- Number of individuals engaged virtually