

Artist Relief Emergency Relief Guidelines



Washington County Arts Council

Artist Emergency Grant Guidelines

FY 2021

GRANT PURPOSE

The Washington County Arts Council, Inc. is pleased to offer help to Washington County Artists who have lost income due to the COVID-19 pandemic. Applications will be reviewed on a first come first serve basis until the funds are depleted. The grant has a rolling deadline. Maximum grant award is \$1000.

This Emergency Grant is administered by the Washington County Arts Council, Inc using funds provided by the Maryland State Arts Council. Practicing artists who are 18 years old or older and are Washington County residents are eligible to apply

Artists experiencing financial hardship due to a loss of income related to the COVID-19 pandemic are encouraged to apply.

This is unrestricted funding designed to support immediate basic needs, like rent/mortgage, utilities, food, insurance, and medical care.

Application form and program guidelines are available on the WCAC [WEBSITE](#).

APPLICATION IS OPEN UNTIL FUNDS ARE DEPLETED.

ELIGIBILITY

Artists/Applicants should demonstrate a pressing and critical need for emergency support to be considered for this grant assistance.

To be eligible an artist/applicant must be able to answer “yes” to the questions which are included in the application:

- A Washington County resident for at least one year and will be a resident upon receipt of any grant funding

- Artist has been living and working in the U.S. for the last two years
 - Artist is 18 years of age or older
 - Applicant is a practicing artist able to demonstrate a sustained commitment to his/her artistic career and to creating my work
 - Applicant has experienced financial hardship due to a loss of income related to the COVID-19 pandemic
 - Artist can provide a W9 and Social Security Number (SSN) with the application
 - Artist is not an employee, board member or officer of the Washington County Arts Council, Inc.
- Independent Artist is not a full-time salaried employee.
 - Independent Artist is not affiliated with management of an arts organization.
 - Independent Artist's income is not derived from the creation or execution of artistic work for industry—oriented or industry-related production.

WHO IS ELIGIBLE FOR ARTIST RELIEF EMERGENCY GRANT?

Applicants should demonstrate a pressing and critical need for emergency support to be considered for this grant.

Members of the Washington County Arts Council Board and their immediate family and household are not eligible to receive an Artist Relief Emergency Grant.

HOW DO I PROVE ELIGIBILITY?

- Submit a W9 form with your Washington County mailing address. The federal W9 can be downloaded from the IRS website [here](#). See the section below: **HOW DO I COMPLETE THE W9 FORM REQUIREMENT** for more details.
- Provide either an artist resumé, a work sample, or a social media account or website featuring your artistic/cultural work
- Verify that you are at least 18 years of age
- List lost income related to your arts practice
- List your immediate anticipated expenses that you cannot afford

WHAT CAN I USE THE FUNDING FOR?

- This is unrestricted funding designed to support immediate basic needs, like rent/mortgage, utilities, food, insurance, and medical care.

WHY DO WE REQUIRE A W9 FORM?

- A W9 is required by the IRS for the Washington County Arts Council to distribute these grants. Collecting this information at the application phase will allow us to distribute funds more quickly to selected grantees.

- The Washington County Arts Council will not retain sensitive information (e.g., Social Security numbers) beyond the time frame required by its auditors and so that we may produce required 1099 forms for grantees and their tax reporting obligations at the end of the year.

HOW DO I COMPLETE THE W9 FORM REQUIREMENT?

- The federal W9 can be downloaded from the IRS [here](#).
- Please print the first page and fill it out completely with your signature. Scan or take a picture of the signed document and submit it with your application.
- Applicants can also fill out and sign their W9 digitally using Adobe Acrobat.

HOW WILL GRANTEES BE SELECTED AND HOW WILL FUNDS BE DISBURSED?

Applications will be screened for eligibility as they are submitted. Grants will be awarded from this fund until all funds are expended.

- Grant allocations will be determined by the Washington County Arts Council Executive Director and Board President and applicants will be notified within 30 days or less of submitting their application.
- If you are selected for an award, you will receive an award letter via email including grant agreement form which you will be required to sign and return to the Washington County Arts Council's office.
- Grant payments will be made by check and mailed to the grantee once the grant agreement form is received and processed.
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Email completed application and W-9 forms to Mary Anne Burke at maryanneb@washingtoncountyarts.com with the subject line of "Artist Grant."

QUESTIONS?

If you have any questions regarding the Artist Relief Grant program, please email Mary Anne Burke, Executive Director at maryanneb@washingtoncountyarts.com



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