



## **FLORIDA CARES**

### National Endowment for The Arts Coronavirus Aid, Relief, And Economic Security (CARES) Act Guidelines

The Florida Department of State Division of Cultural Affairs, with support from the National Endowment for the Arts through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, has developed a process to help secure jobs and keep the doors open to the hundreds of arts and culture organizations in Florida that add value to the state's economy and bolster the creative life of our communities. The Coronavirus Aid, Relief, and Economic Security (CARES) Act recognizes that the nonprofit arts industry is an important sector of America's economy. The National Endowment for the Arts will award funds to the Florida Division of Cultural Affairs (the State Arts Agency) to support nonprofit arts and cultural organizations and help these entities and their employees endure the economic hardships caused by the forced closure of their operations due to the spread of COVID-19.

As part of this important investment, the Arts Endowment has designed a plan to expedite the distribution of critical funds to the national, regional, state, and local levels to help retain as many jobs as possible, as quickly as possible. These funds are intended to help save jobs in the arts sector and keep the doors open to the thousands of organizations that add value to America's economy and the creative life of our communities.

The Florida CARES program will be carried out through one-time grants to eligible nonprofit organizations. All applicants must be exclusively Fiscal Year 2019-2020 General Program Support Grantees of the Florida Division of Cultural Affairs that are NOT public entities or multipurpose public or private nonprofit organizations, including support organizations for these entities (see "Applicant Eligibility" for more information).

Support is limited to any or all of the following:

- Salary support, full or partial, for one or more positions that are critical to an organization's mission.
- Facilities costs such as rent and utilities.

No match is required. Grantees will be required to report on funding received through the Florida CARES program (see "Administrative Requirements" for more information).

**Applicant Eligibility**

1. Must be an active Florida nonprofit, tax-exempt 501(c)(3) whose mission directly support arts and cultural programming.
2. Must have an award in the General Program Support Program for the 2019-2020 Fiscal Year.
3. Must be in good standing with the Division.

**Organizations NOT eligible to apply to this program include:**

- Organizations whose primary mission does not focus on areas of art or culture
- For-profit organizations
- K-12 schools
- Religious organizations
- Individuals
- College/Community College/University
- Auxiliary support organizations (i.e. friends of xyz)
- Cities, Counties and Municipalities

**Match Requirements**

There is NO match requirement for this initiative.

**Crediting Requirement**

Grantees must clearly acknowledge support from the National Endowment for the Arts and the Florida Division of Cultural Affairs in their programs and related promotional material including publications and websites.

**Administrative and Reporting Requirements**

Grantees may be required to maintain personnel activity ("Timesheet") reports for any employee whose salary is charged, in whole or in part, to the award as well as separate accounting documentation on how the funds were used. There can be no commingling of funds and grantees are required to maintain records that easily account for these separate costs. Reporting requirements will include a final report. Grant recipients should save all applicable documentation of expenses for the final report.