



# Oklahoma Arts Sector ARPA Grants Program Guidelines

Updated July 2024 for Grant Recipients

## Overview

**Eligibility Verification Period:** October 2, 2023 – October 31, 2023 at 5:00 p.m. CDT  
**Application Period:** November 1, 2023 – December 15, 2023 at 5:00 p.m. CDT  
**Grant Activity Period:** See Award Notification Package. All activity must conclude by June 2026 unless otherwise stated.

In spring 2023, a transformational \$10 million investment of state American Rescue Plan Act (ARPA) funding for Oklahoma's arts and cultural sector was overwhelmingly advanced by the Oklahoma State Legislature and approved by the Governor. Submitted by the Oklahoma Arts Council in collaboration with regional partners Allied Arts OKC and Arts Alliance Tulsa, the proposal was designed to boost the rebuilding of the sector across all 77 Oklahoma counties while catapulting it forward as an asset for developing creative workforce and strengthening the economy. Made possible through the \$10 million investment, Oklahoma Arts Sector ARPA Grants are one-time grants available to 501(c)(3) nonprofit organizations with arts programming.

## Program Objectives

- **Restoration:** Address the disproportionate impact of the pandemic on the arts sector
- **Workforce:** Invest in arts and cultural sector job recovery and support workforce development and retention across industries
- **Impact:** Empower organizations to restore and broaden their services to communities
- **Infrastructure:** Provide for the transformation of critical assets to realize an enduring vision for the arts sector
- **Resiliency:** Ensure a robust arts sector flourishes in communities across the state for generations of Oklahomans

## Who Can Apply?

Applicant organizations must:

1. Must have been in existence as of February 15, 2020; AND
2. Be an Oklahoma-based 501(c)(3) nonprofit organization incorporated in the State of Oklahoma as a Domestic Not for Profit Corporation
  - In good standing with the IRS and State of Oklahoma
  - Registered with a SAM Unique Entity Identifier (UEI) and eligible to receive federal support (organizations and individuals supported by this funding cannot be listed under the SAM Exclusions federal debarred or suspended list); AND
3. Offer programming dedicated to artistic disciplines and/or service to the benefit of the community; AND
4. Have a minimum annual operating budget of \$10,000.

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### What Expenses Are Allowable?

Funding will consist of:

- **Revenue Loss (Beneficiary) Funding:** A portion of an organization's award amount may be based on the reported revenue loss from 2020-2022. This funding is meant to replace funds previously lost during the pandemic. Awarded funds must be expended in compliance with the Oklahoma Arts Sector ARPA Grant Terms and Conditions.

*This funding must be used and spent in accordance with the grant terms and conditions. Payment will be issued in a single disbursement between August-September 2024. This revenue loss funding amount was calculated from verified figures provided in your application and uploaded supporting documents. Recipients of revenue loss funding through the Oklahoma Arts Sector ARPA Grant are considered beneficiaries of ARPA funds and are required to review and agree to terms applicable to beneficiary funding recipients.*

AND/OR

- **Rebuilding the Sector (Subrecipient) Funding:** A portion of an organization's award amount may be based on expenses necessary for the administration, operations and programming of arts experiences and opportunities for the community. Organizations may request funding under the areas below:
  - **\*Category A** | Salary and benefits support for arts-related personnel: *Including full- or part-time artists, arts program administrators and coordinators, stage/audio/visual technicians, preparators and curators, or any position that supports, develops, or contributes to arts programming and services.*
  - **\*Category B** | Operational expenses: *Including rent, mortgage, utilities, security, building maintenance, cleaning, or sanitation services.*
  - **Category C** | Contracted fees and stipends for artists and/or personnel: *To support artistic services, programs, and activities. See Section 6 for Procurement Requirements.*
  - **Category D** | Organizational development expenses: *Contracted services for the creation of strategic plans, succession and employee retention planning, and leadership and business practice training. See Section 6 for Procurement Requirements.*
  - **Category E** | Marketing and promotional expenses: *Contracted services to expand arts opportunities and reach new audiences. See Section 6 for Procurement Requirements.*
  - **Category F** | New or expanded arts programming: *Including contracted services and procurement of supplies or equipment for arts education and arts engagement programs that expand access. See Section 6 for Procurement Requirements.*

*Rebuilding the Sector funding is awarded to support approved ongoing or new projects, programs, and operations detailed in the grantee's award notification package. This funding must be used and spent in accordance with the grant terms and conditions, including the American Rescue Plan Act Final Rule and 2 CFR Part 200. Payments will be issued as reimbursements periodically during the life of the award (see the payment request and reporting schedule). Recipients of Rebuilding the Sector funding through the Oklahoma Arts*

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Sector ARPA Grant are considered subrecipients of ARPA State and Local Fiscal Recovery Funds (SLFRF) and are required to review and agree to terms applicable to award subrecipients.

**\*Preferred Expenditure Categories:** Expenditure Categories A and B are considered preferred due to their streamlined procurement and documentation requirements. Expenses made under these categories do not require procurement bidding processes. Choosing to maximize your project's expenses in these preferred categories will result in fewer required supporting documents. General documentation such as service agreements/contracts, detailed invoices, payment receipts, utility bills, timesheets, pay stubs, etc. are still required.

**Expenditure Reimbursement:** This grant allows for reimbursements of eligible project expenses in any expense category for costs incurred on or after April 1, 2021. If there are expenses that already occurred prior to the date of the ARPA grant contract, the Grantee may use grant funds to reimburse those expenses. Past expenses must follow all procurement and documentation requirements of this grant. See the Oklahoma Arts Sector ARPA Grant Terms and Conditions for full requirements and cost principles.

**Procurement Requirements:** All expenses under Expenditure Categories C, D, E, and F will require additional procurement processes. Under federal requirements per 2 CFR § 200, all grantees receiving Rebuilding the Sector funding are considered ARPA subrecipients and required to follow established procurement requirements:

- **Micro-purchase:** Applies to the purchase of supplies or services when contract is under \$10,000. Purchase can be made without going to bid or obtaining quotes, but documentation is required (invoice detailing services, signed contract detailing services, payment receipts)
- **Small Purchase:** Applies to the purchase of supplies or services when contract is more than \$10,000 but less than \$250,000. Price or rate quotes must be obtained from at least two sources and documented. Purchase documentation is also required (invoice detailing services, signed contract detailing services, payment receipts)

As part of the grant terms, you will be asked to provide purchase documentation during the payment request and reporting process to support all expenses claimed under your grant. See your award notification package for more information.

**Risk Assessment and Award Monitoring:** Under federal requirements per 2 CFR § 200, all grantees receiving Rebuilding the Sector funding are considered ARPA subrecipients and required to conduct a risk assessment to determine the frequency of award compliance monitoring by the Oklahoma Arts Council Grants Office. Monitoring may include reviewing financial/performance records and ensuring the subrecipient takes timely and appropriate action on all award requirements through audits, on-site reviews, and other means.

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**Unallowable Expenses:** Under Grant Terms and Conditions, Section 8. Cost Principles, expenses outlined below are unallowable and cannot be included in your project budget:

*Prizes or cash awards such as awards to individuals or organizations to honor or recognize achievement; Emergency relief funds for housing, food, etc. to individuals; Subgranting or subawarding activity; Food, drink, catering, or alcoholic beverages; Hospitality expenses such as costs related to galas and receptions; Benefit events or other fundraising activities; Lobbying or advocacy expenses; Costs or services that are not rendered; Debt reduction; Funding cash reserve or endowment accounts; Events that are not open to the general public; Activities or expenses that may advance or inhibit any religious belief; Activities or expenses that are political in nature (see also Appendix A: Other National Policies on Lobbying); Purchase or repair of vehicles, including but not limited to cars, vans, buses, trucks, sport utility vehicles, etc.; Home Office Workspace Rental of any property owned by any individuals or entities affiliated with the grantee entity for purposes such as a home office workspace; Activities, expenses, or material that violate local, state, or federal laws or executive orders. See the Oklahoma Arts Sector ARPA Grant Terms and Conditions for full cost principles.*

### Estimated Grant Awards

(from Fall 2023)

Organization Arts Operating Budget (during negative financial impact period)	Estimated Average Grant Award (amount may change)	Maximum Grant Request (applicants may request up to this amount)
\$5 million and above	\$250,000	up to \$500,000
\$3 million to \$4,999,999	\$200,000	up to \$400,000
\$1 million to \$2,999,999	\$125,000	up to \$250,000
\$500,000 to \$999,999	\$80,000	up to \$160,000
\$250,000 to \$499,999	\$60,000	up to \$120,000
\$100,000 to \$249,999	\$40,000	up to \$80,000
\$50,000 to \$99,999	\$20,000	up to \$40,000
\$25,000 to \$49,999	\$12,000	up to \$24,000
\$10,000 to \$24,999	\$7,500	up to \$15,000

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### Grant Process

1. Create a user account in the Fluxx grant portal
2. Submit organization information and documents for eligibility verification by the published deadline
3. If eligibility is verified, complete and submit an application by the published deadline
4. Application is reviewed by Oklahoma Arts Council, Allied Arts Oklahoma City, and Arts Alliance Tulsa, and a designee from the Lieutenant Governor's Office
5. Final grant awards are determined and approved by the Oklahoma Arts Council's 15-member Governor-appointed Council
6. Pre-Award Offer notification (if the project is selected for funding)
7. Grantee completes Pre-Award Requirements (including grant contract)
8. Notice of Award notification is sent; grant award is official
9. Grant payment is processed
10. Primary Contact submits reporting requirements as required

### How to Apply

**Step 1:** All applicants will need to create a user account in the grant portal. This process may take up to three business days. Once you receive your login information, you will need to log in to the system and submit your organization's information and documents for eligibility verification by 5:00 p.m. on October 31, 2023. All organizations must upload all of the following documents:

- IRS 501(c)(3) Determination Letter
- Full IRS Form 990
- Oklahoma Certificate of Incorporation with Articles of Incorporation
- Board-approved Bylaws

If you have questions, please contact the grants office at 405-521-2040 or [grants@arts.ok.gov](mailto:grants@arts.ok.gov).

**Step 2:** If your organization's eligibility is verified, you will be able to log in and complete the grant application. The application period opens November 1, 2023, and closes December 15, 2023.

### Office Hours on Zoom

Oklahoma Arts Council grant staff will be available on Zoom during special "office hours" to answer questions related to Oklahoma Arts Sector ARPA Grants. Join at any time during the following hours:

- Friday, October 20, 11:00 a.m. to 12:00 p.m.
- Friday, October 27, 10:00 to 11:00 a.m.
- Thursday, November 9, 2:00 to 3:00 p.m.
- Monday, November 20, 6:00 to 7:00 p.m. (after hours)
- Thursday, November 30, 9:00 to 10:00 a.m.
- Monday, December 11, 10:30 to 11:30 a.m.

Office Hours link: <https://zoom.us/j/2584404955>

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### Grant Funding Priorities and Review Criteria

Oklahoma Arts Sector ARPA Grants are competitive. Funding priorities include: 1) arts-focused nonprofit organizations, 2) rural-based nonprofits that provide arts education and arts access, and 3) organizations that serve geographically isolated areas, underresourced communities, and/or underrepresented groups by providing quality arts access and arts experiences to their communities.

The grant review panel will consider the following review criteria when evaluating applications. Additional consideration may be given to applications and organizations aligning with grant funding priorities.

- Arts-focused nonprofits: Organizations with an arts-based mission that is clearly outlined in the organization's most recently filed and signed IRS 990 form and/or in their most recent board approved strategic plan. At least 51% of the organization's annual budget and programming must be dedicated to artistic disciplines and/or service.
- Rural and underresourced communities: Geographically isolated (rural) and/or vulnerable communities that have been disproportionately impacted by the pandemic.
- Demonstrated need for funds due to loss of revenue and organizational needs that have resulted directly from the COVID-19 pandemic (allowable expenditures outlined below).

### Frequently Asked Questions

Q. What types of artistic disciplines can be supported?

A. The Oklahoma Arts Council uses artistic quality as one of its review criteria for grants. Artistic disciplines include, but are not limited to, music, theatre, dance, literary arts, media arts, visual art, and public art. If you have questions about the eligibility of your project, please contact the Oklahoma Arts Council Grants Office.

Q. My organization is currently receiving funding from Oklahoma Arts Council grants. Do I need to create a new account and complete the eligibility verification process?

A. Yes, all organizations applying for an Oklahoma Arts Sector ARPA Grant will need to create a user account in the grant portal and submit organization documents and information for eligibility verification. Only verified organizations will be able to submit an Oklahoma Arts Sector ARPA Grant application.

Q. Can we purchase a sound system, instruments, or electronic devices with this grant?

A. Yes.

Q. How can I update my organization's Primary Contact or Authorizing Official?

A. Contact the Grants Office at [grants@arts.ok.gov](mailto:grants@arts.ok.gov).

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## Grantee Requirements

If selected for funding, grantee organizations must comply with all requirements as outlined in the Oklahoma Arts Sector ARPA Grant Terms and Conditions, grant contract, and grant program guidelines, including but not limited to the following:

- Signed electronic grant contract by the deadline specified in the award notification email
- Updated contact, mailing, and payment/banking information
- Thank you letters to your organization's state senator and state representative in the Oklahoma Legislature.
- Invitation(s) to your organization's state senator and state representative for your programs that are supported by Oklahoma Arts Sector ARPA Grant funds
- Use of the Oklahoma Arts Sector ARPA Grant logo
- Timely submission of required reports
- Retention of all financial records (including invoices and receipts) related to the grant award for seven years

## Award Management

Official award notification packages are the only legal and valid confirmation of award. Awards are not official until a grant contract is executed, all pre-award requirements are completed, and the award is in Granted status.

Additional information such as status reports, financial reports, and narrative reports may be required at different times during the grant activity period. These reporting requirements will be noted in the award notification or communicated to the grantee in writing. All information needed to manage grant awards can be found in the [Oklahoma Arts Council Grant Portal \(powered by Fluxx\)](#) under the Pre-Award and Active Grants pages.

**Project Changes:** Requests for reporting deadline extensions or changes to project dates, programming/scope, budget, or contacts must be made in advance of the change by submitting a grant amendment request through the grant portal. Failure to comply may result in the reduction or termination of the approved grant award. See the Grant Terms and Conditions for more information.

**Grant Payment:** Payments will be processed in accordance with the payment schedule provided in the award notification package. Granted funds shall be expended solely for approved activities and expenses specified in the approved application and in compliance with the grant terms.

### Questions

For questions, contact the Oklahoma Arts Council Grants Office at [arpa@arts.ok.gov](mailto:arpa@arts.ok.gov) or 405-316-0942.