Illuminate the Arts Grant Q&A Session

Q1 - Is the grant mainly aimed to members of minority communities in Philadelphia?
A1 - The grant seeks to financially uplift Philadelphia’s entire creative sector and support disadvantaged communities, particularly Philadelphia’s Black and Brown communities, that have been disproportionally impacted by the COVID-19 pandemic. This grant is targeting individual artists, small arts organizations and creative businesses that generally do not have access from traditional sources of funding. All Philadelphia artists, arts organizations, and creative businesses that are eligible are strongly encouraged to apply.

Q2 - Am I qualified if I previously received a grant from the Philadelphia Cultural Fund or the Philadelphia Activities Fund?
A2 - Funding from the Philadelphia Cultural Fund or the Philadelphia Activities Fund does not disqualify an organization from applying for the Illuminate the Arts Grants.

Q3 – Do taxes work for proof of income?
A3 – Yes. Any official IRS form will be accepted.

Q4 – Is this a one-time grant? Or will it be ongoing?
A4 – For now, yes. But some members of City Council have expressed a desire to continue to support individual artists and small arts organizations and creative businesses.

Q5 – Just to clarify, if your Fiscal Sponsor is outside of Philadelphia, you are not eligible to apply for this grant?
A5 – Correct.

Q6 – If your Philadelphia arts organization uses a Philadelphia fiscal sponsor whose budget is higher than $500K, can your organization apply?
A6 – Yes.

Q7– Should earned income include social security, pension income, PUA income?
A7 – Yes.

Q8 – If you own a small creative enterprise and work for an non profit organization, can both apply?
A8 – Yes, you can submit applications for both.

Q9 – Can submitted applications be edited?
A9 – Yes. You must request an edit in order for us to reopen the form. Please contact creativephl@gmail.com to request editing access.

Q10 – Will applicants be asked how the grants are used?
A10 – Yes, we will survey grantees after they are awarded.

**Q11 – Could you better explain what a small creative enterprise is or give an example?**
A11 – An independently owned and operated for-profit business or franchise in one or more of the defined creative sectors: Music Production, Photography, Film / Video Production, Communications / Marketing, Digital Media, Fashion Design, Promoters, Art Gallery, Dance Studio, Publishing, and option to define.

**Q12 – Is this opportunity available for for-profit businesses?**
A12 – Yes, please review eligibility for small creative enterprises.

**Q13 – If an applicant is affiliated with two organizations, which should apply?**
A13 – An applicant may apply as long as they use the appropriate form and are able to supply the required information. If you need more help in making that determination, please contact creativephl@gmail.com.

**Q14 – Do organizations need to have employees to qualify and how do I count contracted workers?**
A14 – No. Organizations so not need to have paid employees to qualify to apply. Volunteers should not be counted as employees. List contractors as part-time employees if their work is compensated for through the organization.

**Q15 – How do we determine revenue for an organization?**
A15 – Calculate total revenue, grant funding, and ticket sales for years defined.

**Q16 – How many grants will be awarded in all?**
A16 – We do not know how many grants will be awarded. It depends on how many applications are submitted.

**Q17 – Do you need to have submitted your 2020 taxes prior to the Illuminate the Arts Grant application? I was hoping to apply for an extension on my 2020 taxes.**
A17 – Applicants must be in good standing or on track to be in good standing with all Federal, state, and local taxes.

**Q18 – Is a gallery that is open-to-all, but faith based eligible?**
A18 – Yes.

**Q19 – How should applicants show expenses for non-traditional formats?**
A19 – Submit budget documents, Excel spreadsheets, invoice copies, screenshots of payment methods.

**Q20 – How do I provide proof of budgeted revenue is my fiscal years don’t line up with calendar years?**
A20 - We will accept paperwork that shows either a quarterly or monthly view of your budget for multiple fiscal years so we can determine what a calendar year looks like. Please make sure the information is clearly labeled so we can account for the correct span of time and that it matches the numbers you provide in the application. The form to allows for multiple uploads.

Q21 – Why doesn’t the application consider other COVID-19 factors?
A21 – This grant is targeted to support the arts sector quickly and efficiently. We are aware of other factors but want this application to be focused and as simple as possible.

Q22 – My organization isn’t an arts organization, can I apply?
A22 – No. Arts and culture must be a core function of your organization.

Q23 – What information does the grant require for project partners? Is it as simple as partner providing a support letter or are there other recommended criteria?
A23 – Don’t need proof of partnership, just describe in narrative.

Q24 – Could an entity that operates and is based in Philadelphia but has a fiscal sponsor outside of Philadelphia apply?
A24 – No. The fiscal sponsor must also be in Philadelphia.

Q25 – When requesting a grant amount, should the applicant base this on loss? How is the granted amount ultimately determined? Will grants be all or nothing based on the request?
A25 – Applicants should request what amount they would like within the range. You won’t be disqualified if the amount requested is more than what you are eventually granted.

Q26 – Are historic sites/museums eligible?
A26 – Yes if your core work is arts and culture related.

Q27 – If your projected budget would put your organization in the mid-size category and your actual budget would put your organization in the small category, which should you apply as?
A27 – Actual budget.

Q28 – Are you asking for individual or joint taxes? I file taxes jointly.
A28 – Yes, provide financial information in the same manner you file taxes.

Q29 – Is there a timeframe for grant awards to be announced?
A29 – July.

Q30 – Is this specifically for arts organizations or can small community non-profits apply?
A30 – Non-profit applicants must have a mission focused on the arts and culture.

Q31 – Does your proof of income need to come from a company within Philadelphia? (i.e. if you work [remotely, for instance] for a business outside of Philly are you still eligible?).
A31 – Individual artists should provide proof of income from any business they receive income from; however the artist must reside in Philadelphia.

Q32 – If you do not yet have a year’s worth of budget/financial information, having recently become a 501(c)(3) can you submit estimated budgets?  
A32 – Yes.

Q33 – Is an organization’s size (mid vs. small) determined by 2019 expenses? 
A33 – Determined by 2020 operating budget.

Q34 – Can you use a PO Box for address? 
A34 – Yes, as long as it is based in Philadelphia.