

# **Art Works for Wyoming**

## Guidelines for Second Deadline

Art Works for Wyoming (AWW) is a new Wyoming Arts Council (WAC) grant program. This is one time funding from the National Endowment for the Arts (NEA) courtesy of the American Reinvestment and Recovery Act (ARRA). The guidelines established by the NEA for how this funding may be used are as follows:

Salary support, full or partial, for one or more positions that are critical to an organization's artistic mission and that are in jeopardy or have been eliminated as a result of the current economic climate.

And/or

Fees for previously engaged artists and/or contractual personnel to maintain or expand the period during which such persons would be engaged.

### **Options for Receiving ARRA Funds**

Applicants may receive one grant of ARRA funds from any source. Therefore, any applicant who was awarded funds from WAC's first deadline, or from WESTAF of the NEA, may not apply. *If an applicant applied and was not awarded funds in the first round, they may re-apply to the December 31, 2009 deadline.*

Funds distributed directly from the National Endowment for the Arts and the Western States Arts Federation are no longer available.

### **Availability of Funds and Panel Decisions**

The Art Works for Wyoming grant program is highly competitive as funding is limited. Of the original \$290,000 from the NEA, \$151,000 remains to be awarded in this second round. Applications will be reviewed by the WAC Board on February 11, 2010 in an open meeting. Board decisions are final.

### **Funding Amount and Match**

Art Works for Wyoming will offer grants of up to \$25,000 for projects that meet the above criteria. Projects may request either or both kinds of support. Grants do NOT have to be matched, although it is recommended.

### **Timeline**

December 31, 2009 2<sup>nd</sup> deadline to apply for AWW funds

February 11-12, 2010 WAC Board meeting and 2<sup>nd</sup> Art Works for Wyoming Panel

February 19, 2010 Award letters for second funding deadline issued

### Project Dates

Projects receiving AWW funds must fall within the timeframe of March 1, 2010 through June 30, 2011. This includes applications from both deadlines.

### Reporting

WAC and the National Endowment for the Arts (NEA) will require quarterly reports from organizations receiving AWW funds and may request monthly reports. By applying for AWW funds, the organization agrees to provide reports as requested.

### Other Requirements

AWW applicant organizations must have been awarded a grant by the WAC in the last 4 years for which all reporting was successfully completed in a timely manner. If you have questions about whether your organization qualifies, please call WAC.

Applicant organizations must be 501(c)3 or government entities. No organizations using a fiscal sponsor may apply for AWW funds.

### **Organizations receiving AWW funding must do the following prior to receiving grant funding:**

- Register for a D-U-N-S number from [www.dnb.com](http://www.dnb.com)
- Register with the Federal Government's Central Contractor Registry

WAC will allow applications to be made for ARRA funding without a D-U-N-S or proof of registry in the CCR, but must receive both before award letters will be processed. See below for instructions on how to do both of these.

### Requests for Salary Support

Salary support will only be awarded to non-profit or governmental entities providing full- or part-time work for professionals in arts positions. A description of each position will be required.

Those applying for salary support must provide supporting documents which show that each position for which support is requested is either in jeopardy or has been eliminated. These could include any of the following:

- Minutes
- Memos
- E-mails

In the event that no documentation exists, the chair of the board and executive director of the organization must sign a statement testifying to the fact that the person employed with WAC ARRA funds meets the core eligibility requirement of having been laid off, or was scheduled to be laid off.

Upon request, all awardees must present proof of the previous/current compensation rate of the employee(s) targeted for the use of the funds. Increases over a previous year's compensation and benefit level are acceptable provided the increases are congruent with the rates of increase in compensation presented to other employees in the organization.

### Requests for Artist/Contractual Fee Support

Those applying for Artist/Contractual Fee support must provide documents which show that the contract is either in jeopardy or has been eliminated. These could include any of the following:

- Minutes
- Memos
- E-mails

In the event that no documentation exists, the chair of the board and executive director of the organization must sign a statement testifying to the fact that the artists or consultants receiving WAC ARRA funds meets the core eligibility requirement of having their contract maintained or extended.

Contracts may be with personnel in the following areas pertaining to the arts: support, artistic, technical.

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### **Registering for D-U-N-S numbers and with the Central Contractor Registry**

Organizations wishing to apply for ARRA funds to support either or both of the above MUST have a D-U-N-S number and have registered with the Central Contractor Registry (CCR). This is mandated by the Federal Government. If your organization does not have a D-U-N-S number, register now! It is free, but it can take up to 30 days. CCR registration requires a D-U-N-S number, but takes only 72 hours. To apply for a D-U-N-S number, go to Duns and Bradstreet (D&B). Select "D&B D-U-N-S number" from the menu near the top right hand of the screen. The next screen will request information to search their database. Once they have determined an organization is not in the database, two options will be offered: To establish a credit file or to get a D-U-N-S number. Select Get a D-U-N-S number. It takes "a minimum of 30 business days" (from the D&B FAQs) for them to process registration. D-U-N-S numbers can also be requested by phone at 1-866-705-5711. The following information is required to register for a D-U-N-S number:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Once you have received the D-U-N-S number, go to the Central Contractor Registry. On the left side is a link to "Start a New Registration." It takes about one hour to complete online. The CCR requires the following information to register:

- Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet(D&B)
- Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters
- Statistical Information about your business
- Electronic Funds Transfer (EFT) Information for payment of invoices

WAC requires proof of active registration status in the CCR prior to award. This may be submitted by fax to 307-777-5499. D-U-N-S numbers may be sent via fax or email to [kmerk11@state.wy.us](mailto:kmerk11@state.wy.us). Please be sure to include the name of the organization on the notification, and the grant number if possible.