



CAHA AMERICAN RESCUE PLAN (ARP) GRANT APPLICATION FY2022

Incomplete and illegible forms may invalidate your application. Please double-check all information you enter to ensure that it is correct. Substitute versions of CAHA application forms will not be accepted in place of this ARP application. This application is best filled out using Adobe Acrobat Reader. You can download it here: <https://get.adobe.com/reader/>

A.	Applicant/ Organization Name:		
	SSN:		
	DUNS Number and TIN (Organizations only):		
	Mailing Address:		
	City:	Guam	Zip Code:
	Website:	Instagram:	
B.	Are you a permanent resident of Guam?		
	How long have you resided in the Territory of Guam?		
C.	Contact Person:		Phone:
	Email Address:	Title:	
D.	Authorizing Official:		
E.	Project Title:		
F.	Type of Grant Applying for:		
G.	Start Date:	DECEMBER 1, 2021	End Date: SEPTEMBER 30, 2022
H.	Individuals to Benefit (#):	Artist(s) Involved (#):	
	Youth(s) Benefiting (#):		
I.	Provider of Services (Organizations Only):		
	Name:		
	Mailing Address:		
	City:	State:	Zip Code:
J.	Grant Amount Requested:		
K.	Have you been previously awarded a CAHA grant?:	If yes, what year(s)?	
L.	Please list other funding sources sought:		

I.GENERAL

1. **What is the genre of your artistic or cultural practice?**

2. **(INDIVIDUALS) Please provide information to substantiate that you are a working artist. (ORGANIZATIONS) Describe the arts or cultural based work your organization does for the community (you may attach supporting materials for this question).**

I.GENERAL (continued)

3. As a cultural, traditional or contemporary artist (INDIVIDUALS), or as an organization (ORGANIZATIONS), are you under-resourced, or have limited means or access to other sources of financial relief support? If so, please briefly provide information about this.

II. PROJECT DESCRIPTION

- 1. What is the project and its purpose? What do you plan to do? When? Where? Please be as specific as possible.**

- 2. How will the project be accomplished and by whom? Identify participating artists by name whenever possible.**

- 3. If your project involves a performance(s), where will performances be held and what is the seating capacity of the location(s)?**

- 4. Please specify any community involvement (Identify committees, arts groups, volunteers, schools, etc. who will be involved in any way in carrying out your project).**

PROJECT DESCRIPTION *(continued)*

5. Please list specific communities to be served by the project.
6. How will the requested funds be spent? What other sources of funds are being sought for the project described in this application?
7. What are the anticipated results or effects of the project?

Organizations As verification of non-profit status, all applicants must submit your organizations Certificate of Incorporation and a copy of their Internal Revenue Service 501 (c)(3) Federal Tax- Exempt Status OR a Certificate of Non-Profit issued by the Government of Guam for GCAHA files. Does the organization have an annual audit? If yes, please forward a copy for GCAHA Files and review.

Please give a brief description of the organization and the service it provides. Describe any programs you provide for underserved communities.

Describe the organization's plans for the next two (2) years.

Year organization established:

Date of Incorporation:

Does the organization have a membership or subscription program?

If so, briefly describe number of members/subscribers, benefits, fees, etc.

III. FINANCIAL HARDSHIP

1. Please list the financial impacts to you or your organization as a result of the COVID19 pandemic.

2. What is your most urgent financial need for these funds?

3. Are you receiving, or have you been approved for any federal emergency relief or support relating to the COVID19 pandemic? If YES, please specify. Please list any sources of emergency relief or support that you are applying for or have been approved for. If NO, please specify that you are not receiving, have not been approved, or are not applying for any sources of emergency relief or support.

IV. PROJECT BUDGET

CASH EXPENSES – MUST provide details of budget breakdown. DO NOT SUMMARIZE

A. Personnel / Artistic (Provide description and rate(s))	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
B. Personnel / Administrative (Provide description and rate(s))	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
C. Personnel / Technical-Production (Provide description and rate(s))	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
D. Outside Artistic Fees & Services / Artistic (Provide description and rate(s))	\$
<u>EXAMPLE: 23 musicians for 16 hrs/ea @10hr.....23 x 10/hr x 16 hrs= \$3,680.00</u>	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
E. Outside Other Fees & Services (Provide description and rate(s).)	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
F. Studio & Space Rental (Identify location and rate(s).)	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
G. Travel & Per Diem (Identify who, where and why; may include mileage)	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
H. Marketing & Promotion (Include publicity / promotion)	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$
I. Remaining Operating Expenses (Itemize) i.e., phone, postage, supplies/materials, others	\$
_____	\$
_____	\$
_____	\$
SUB TOTAL:	\$

J. TOTAL PROJECT CASH EXPENSES \$ _____
 (LINE ITEM A TO I)
GRANT AMOUNT REQUESTED \$ _____

CHECKLIST (Did you include the following?)

INDIVIDUALS

- 1. Complete detailed budget breakdown (cash expense & cash income)
- 2. Resume / Biography
- 3. Three (3) current letter (s) of personal recommendation and/or letters of support specific to the project
- 4. Samples of artwork (i.e., photographs, cd, etc.)
- 5. Other supporting documents

ORGANIZATIONS

- 1. Detailed budget breakdown (cash expense, in-kind contribution & cash income)
- 2. Recent annual audit or publication of financial statement
- 3. Copy of your organization's Certificate of Incorporation and IRS letter granting Federal Tax Exempt Status OR Certificate of Non-Profit issued by GovGuam
- 4. Articles of Incorporation / By-Laws
- 5. DUNS Number Registration

****NOTE: Grant Applications submitted without the required documents by the grant deadline will NOT be reviewed.**

V. LEGAL ASSURANCES

In the event that a grant is awarded as a result of this application, *the following terms and conditions shall be complied with* as signified by the applicant's signature. This application shall become a part of the legally binding contract between the applicant and the Guam Council on the Arts and Humanities Agency.

1. The grant cannot be assigned to a different project or transferred *without prior written approval* of GCAHA.
2. The **grantee** shall submit to GCAHA the dates, times and locations of the project to take place for on-site review by GCAHA. The grantee is requested to provide free admission to projects/events for review.
3. The **grantee** shall submit the completed **Final Project Report** form summarizing the project and expenditures to GCAHA ***within fifteen (15) days of the project's competition.*** The final 25% of the grant award will be made upon approval by GCAHA of the Final Project Report.
4. The **grantee** agrees to keep careful attendance and participation records of the project herein.
5. The financial accounts shall be subject to audit by appropriate agencies of the Territory of Guam and /or the Federal Government. The **grantee** shall be responsible for the safe keeping and identification of records maintained to account for funds awarded herein. Said records must be kept in the grantee's files for a period of three (3) years after completion of the project.
6. Credit is to be given as such "This project is supported in part by a grant from the **National Endowment for the Arts, Guam Council on the Arts and Humanities, Government of Guam, and the Office of the Governor**", in all brochures, press releases, programs, publications, tickets, and other printed materials. When no printed matter is utilized, *verbal credit* shall be given prior to each performance or presentation.

It is mutually agreed that all parties shall comply with the Fair Labor Standards under Section 5(l) and Section 7(g) of the National Foundation on the Arts and Humanities Act of 1965; Title VI of the Civil Rights Act of 1964, as amended; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990, as amended; The

Age Discrimination Act of 1975, as amended; The National Environmental Policy Act of 1969, as amended; The National Historic Preservation Act (NHPA) of 1966, as amended; other National Policies such as debarment and suspension, the Drug Free Workplace Act, lobbying, Davis-Bacon and Related Acts (DBRA), as amended, the Native American Graves Protection and Repatriation Act of 1990, U.S. Constitution Education Program, Arts Endowment Enabling Legislation and Prohibition on use of funds to ACORN and The National Environmental Policy Act (NEPA) of 1969.

VI. AUTHORIZING SIGNATURE

I, the undersigned, do certify that the information contained within this application including all attachments and supporting materials is correct and true to the best of my knowledge.

Name (Please Print):

Applicant Signature:

Fiscal Officer/Second Responsible:

Contact with Organization:

Date of Application:

GCAHA USE ONLY:

Application No.:

Date and Timestamp Received:
