

# GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY GUIDE TO PROGRAMS AND SERVICES FY 2019

Effective April 6, 2018

The Guam Council on the Arts and Humanities Agency a division of the Department of Chamorro Affairs is an agency of the Government of Guam, Executive Branch. The grants program is funded in part through a grant from the National Endowment for the Arts, Washington, D.C. and the Guam Legislature.

## STAFF/SUPPORT SERVICES

**Johnny G. Sablan** - President DCA

**Joyce C. Bamba** - Deputy Director, CAHA

**Jacqueline G. Balbas** - Program Coordinator IV – Grant Opportunities, Percent for the Arts Program & Grant Disciplines

**Angie Taitague** – Program Coordinator III – Oversees Folk Art Grants, Media Art Grants, Underserved Grants, Percent for the Arts Program; and Special Projects

**Brea D. F. Bailey** – Program Coordinator I – Oversees Special Project Grants, Arts-in-Education Grants, Performing Arts Grants, Artist Directory and Special Projects

**Mark Anthony P. Duenas** – Program Coordinator I – Oversees Visual Arts Grants, Gallery Exhibition design and set-up, Art Bank Program and Special Projects

**Sherrie A.D. Barcinas** - Administrative Officer – Monitors grant funding, Oversees Financial, Personnel and Administrative Services and Special Projects

**Paul T. Cruz** - Stage/Maintenance Technician – Logistics & Equipment Inventory, Technical and Maintenance work for gallery exhibitions, related projects and CAHA facilities

## BOARD OF DIRECTORS

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Vacant - Vice Chairperson

Francisco Rabon

Francisco Lizama

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## GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY

P.O. Box 2950, Hagåtña, Guam 96932

Telephone: (671) 300-1205-8

Facsimile: (671) 300-1209

Email: [info@caha.guam.gov](mailto:info@caha.guam.gov)

Website Address: [www.guamcaha.org](http://www.guamcaha.org)

Location: 1<sup>st</sup> Floor

Terlaje Professional Building, Hagatna

## HOURS OF OPERATION

**OFFICE:** Monday through Friday - 8:00 a.m. to 5:00 p.m.

## GENERAL GRANT GUIDELINES AND POLICIES

The Guam Council on the Arts and Humanities Agency, established under Public Law 16-122 is charged with administering federal and local monies in support of the arts in the Territory. The Council's primary objective is to support the Arts in all its forms and in all levels with special emphasis on community involvement in artistic program, education-in-the-arts and the preservation and development of the native and ethnic arts.

The Guam Council on the Arts and Humanities Agency is comprised of thirteen members appointed by the Governor with the consent of the Legislature for two or four year terms; the members represent a cross-section of the community's interest and expertise in the arts. The Council is responsible for the final review and decisions regarding all applications for funding and for all agency policies.

The Guam Council on the Arts and Humanities Board is authorized to set up Citizen Advisory Panels in the disciplines of the *Performing Arts, Visual Arts, Media Arts, Arts-in-Education, Underserved, Folk Arts and Special Projects (community arts, literature, humanities, etc.)* These advisory panels consist of various members who review grant proposals within a designated artistic discipline and make recommendations on those particular grants to the Council.

All grants are made on a yearly basis and new applications must be submitted each year. GCAHA support should be considered supplementary to the budget of any arts organization. The GCAHA encourages applicants to seek funding sources other than the GCAHA, showing strong financial commitment to the applicant and project by others.

**THE GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY GRANTS PROGRAM IS HIGHLY COMPETITIVE. AN AWARD FOR THE CURRENT YEAR DOES NOT GUARANTEE AN AWARD FOR THE FOLLOWING YEAR(S).**

**It is MANDATORY that interested applicants attend one of the following grant workshops to be held at the CAHA Art Gallery located on the 1<sup>st</sup> Floor of the Terlaje Professional Building, 194 Hernan Cortez Avenue in Hagåtña.**

**9:00 a.m., Saturday, April 14, 2018**

**9:00 a.m., Saturday, May 12, 2018**

**9:00 a.m., Saturday, June 2, 2018**

- Only completed applications along with required documents will be accepted.
- All applications must be received by 4:00 p.m. of the deadline date specified in print media. Late applications will not be reviewed.
- Please read **carefully** the Legal Assurances on the last page of the application before signing the application. In the event a grant is awarded, these assurances become part of the legally binding contract between the applicant and the GCAHA.
- After receipt of the Guam Council on the Arts and Humanities Agency grant letter, the grantee shall give credit to the GCAHA a division of the Department of Chamorro Affairs, Government of Guam and the Office of the Governor in promotion, publicity, advertising and programs with the following credit line:

***“This project is supported in part by a grant from the National Endowment for the Arts, Guam Council on the Arts and Humanities Agency a division of the Department of Chamorro Affairs, Government of Guam and the Office of the Governor.”***

- The grantee must be willing to assist CAHA in upcoming events for FY 2019 in performances or exhibits to be scheduled with CAHA staff.
- **Projects must be completed by grantees within the fiscal period (October 1, 2018 through September 30, 2019) unless extended by the Council.**
- Maximum grant amount request is \$10,000.

## ELIGIBILITY

- Organizations** Only organizations with a **DUNS Number** and at least one year's experience in the activities for which funds are being requested are eligible to apply.
- Individuals** Individual applicants are also eligible but must be a U.S. citizen or permanent residents and have resided in the Territory of Guam, for **six consecutive months prior to grant submission deadline**. Applicants must have a demonstrated professional commitment to the arts.
- Other** Other applicants may apply under the aegis, or "*umbrella*", of a qualifying organization which then becomes responsible for all fiscal and contractual agreements. Approval of the sponsoring organization must accompany the application.

## TAX EXEMPT

The Guam Council on the Arts and Humanities Agency and the National Endowment for the Arts requires that all organization grants awarded by the GCAHA be limited to those organizations incorporated as a non-profit and tax exempt in nature.

As verification of non-profit status, all organizations must submit with their application a copy of the organization's Certificate of Incorporation from the Dept. of Revenue and Taxation office, Articles of Incorporation and By-Laws. Applicants must also submit a copy of their Internal Revenue Service letter granting 501(c)(3) Federal Tax Exempt Status.

## MATCHING FUNDS

All grants must be matched dollar for dollar by cash and/or in-kind contributions. A minimum cash match has been established:

**Organizations.** Awards to arts organizations must be matched in cash by **not less than 20%**.

**Individuals.** Awards to individual applicants must be matched in cash by **not less than 10%**.

**Support Services.** Upon approval of the GCAHA, support service grantees of the GCAHA may be exempted from contributing the required cash match.

**In-kind contributions** are allowed as a portion of the required match, and will be considered by the Council when reviewing applications as evidence of commitment to the applicant and project by others.

In-kind contributions may be in the form of space, utilities, loan of equipment, or donation of professional services. In-kind contributions must be based on fair market value and/or prevailing wage, directly benefiting and specifically identifiable to the project or program.

## **EDUCATIONAL INSTITUTION ELIGIBILITY**

Universities, colleges, and other educational institutions are eligible to apply for project support when:

1. All events and services are open to the general public and easily accessible.
2. Events and services are supplementary to the regular curriculum. GCAHA funds cannot be used to support projects involving classes or workshops for which college credit is given.
3. GCAHA funds are not used to replace funds normally allocated for specific arts projects.

## **GCAHA FUNDING PRIORITIES**

Matching Grants will be awarded for specific projects or general operational support or technical assistance. In reviewing the applications submitted, the following general criteria will influence funding recommendations.

1. The artistic merit of the project.
2. The professional nature and stability of the organization, including sound business management, competent governing board, adequate and skilled project personnel, and quality and timeliness of previous reports and evaluations.
3. The professional commitment of the individual artist and the quality of their work.
4. How the project will contribute to the professional growth of the individual artist.
5. The ability of the organization/individual to achieve its objectives.
6. The success or failure of previous programs or projects of the organization/ individual.
7. The demonstrated need for the project. Is there evidence of demand? Are comparable services available now?
8. Availability to special audiences such as senior citizens, school children, individuals with disabilities, rural audiences and minorities.
9. The ability of the organization to raise other funds in addition to those of the GCAHA. The Council will provide no more than half of an organization's project budget.
10. Number of participants/audience.
11. All events and services must be open to the general public.
12. While not minimizing the social contributions that can be the result of arts experiences, the Council places a greater priority on those programs that emphasize the professional presentation and production of the arts.

## **GCAHA FUNDING LIMITATIONS**

The Guam Council on the Arts and Humanities Agency cannot fund:

1. Building renovation, maintenance of facilities, or capital expenditures.
2. Off-island travel.
3. Purchase of permanent equipment
4. Projects completed prior to application.
5. Replacement funds normally budgeted for the project.
6. Tuition replacement for college/ university study in the U.S. and abroad.

7. Scholarships.
8. Deficits incurred from past activities.
9. Entertainment or refreshments.
10. Publications. (*GCAHA will only fund the creative portion of the project.*)

## **ON-SITE REVIEW**

All grantees, but especially first-time or new grantees, are invited and encouraged to contact the Council's Program Coordinators for names and addresses of advisory panelists and Board members who will be reviewing their projects.

This information can be used by grantees to notify reviewers of opportunities for site review prior to meetings where projects are discussed.

All grantees will be required to submit to the GCAHA, the dates, times and locations of their projects or events. Every effort will be made by the GCAHA staff members and advisory panelists to review grantee projects and events.

Grantees will be requested to admit reviewers to their projects/events free of charge. Reviewers will inform grantees in advance of their planned attendance at projects/events in order for tickets to be arranged.

## **CONTRACTS AND FINAL PROJECT REPORTS**

Notice of the Council's actions will be communicated to all applicants. Those receiving support will receive a letter of conditional award outlining the terms and conditions of the grant. Grantees will be requested to contact the GCAHA office to execute all required documents. The grant award as approved by the Council will be valid and binding only after approval by the Governor of Guam. All recipients of funding will be required to submit a Final Project Report due fifteen (15) days after completion of the project (forms can be downloaded from CAHA's website: [www.guamcaha.org](http://www.guamcaha.org)). Interim reports may be required by GCAHA prior to completion of the project. Weekly reports may be required by GCAHA of the AIE grantees at the end of each residency month.

**Grant Award Payments.** Award payments to approved grantees will be made on a monthly and/or installment basis. However, grantees should be aware that they may have to wait as long as eight (8) weeks after processing before receiving the initial payment on their grant award.

**Final Award Payments.** A 25% retention of the total grant award will be withheld by the GCAHA until the completion of the project and all required reports, narrative and financial with supporting documents have been submitted to and approved by the GCAHA office.

## **HOW TO APPLY**

Complete application form and submit prior to deadline.

All applicants must submit the application form to GCAHA office for review. Advisory committees will then review the applications and make recommendations to the Council. To assure maximum community involvement and expert guidance in its decisions, the Board members have appointed committees in each of the funding categories. Recommendations for approval on all grant awards are made by the committee and staff. Each applicant is notified by mail of the Council's decision. All grant awards are subject to the final approval of the Governor of Guam.

## **PROGRAMS AND SERVICES**

The Guam Council on the Arts and Humanities Agency provides a varied offering of special services to residents of the territory and for the most part without charge. Among them are:

### **TECHNICAL ASSISTANCE**

The Guam Council on the Arts and Humanities staff members provide technical assistance in a variety of areas and are available to assist organizations and individuals in preparing future grant requests, as well as provide practical suggestions for program improvement. Your questions, problems or concerns should be expressed to the Council's staff, they will attempt to answer them or find someone else who can.

### **GCAHA GALLERY**

The GCAHA Art Gallery opened its gallery doors in September 2012. The Art Gallery provides a venue for local artists to exhibit and showcase their artwork and crafts, offering the People of Guam and our off-island visitors an opportunity to experience the creativeness of Guam's artists. Field trips to the Gallery are welcome. For information on exhibits or field trips, please contact Mark Duenas, CAHA Art Gallery Coordinator, at (671) 300-1206, email [mark.duenas@caha.guam.gov](mailto:mark.duenas@caha.guam.gov) or via fax at (671) 300-1209. Hours of operation are from 8:00am to 5:00pm daily and admission to the CAHA Art Gallery is free.

### **GUAM ART BANK**

The Guam Art Bank is a project of the GCAHA, established for the purpose of providing quality art pieces by our Guam artists for public display. The Art Bank also enables the GCAHA to support the territory's artists through the purchase of their art work. The collection now numbers approximately 380 pieces, including paintings, watercolors, batiks, original prints, ceramics, photographs and crafts.

Due to limited pieces, only offices of the executive, legislative and judicial branches of the Territory of Guam are eligible to procure (loan) for exhibit from the Art Bank. For further information, please contact the GCAHA office.

## **GRANT CATEGORIES**

The Guam Council on the Arts and Humanities Agency offers four (4) grant categories to applicants. Please read the following descriptions and criteria carefully in order to determine which type of grants best meets your needs.

All applicants use the same application form, with exception of the Individual Artists Fellowship, applicants should carefully read the "**Instructions for Completing Application**" before attempting to complete the application.

Only one grant will be awarded per organization/ individual per fiscal year.

### **1. GENERAL OPERATIONAL SUPPORT GRANTS**

General Operational Support Grants offer general, non-project oriented support to Guam's established arts organizations which have already developed a full range of programming and staff appropriate to their discipline. General support will permit established arts organizations to continue, strengthen and expand current programs. Any organization whose primary purpose and activities are the production and/or coordination of programs in the performing, visual or literary arts may submit an application if they meet the following criteria:

1. Only single-entity agencies responsible for their own programming may apply.
2. The agency must have the promotion/production of the arts as the agency' prime purpose as outlined in its By-Laws or IRS Letter of Exemption from Federal Taxes.
3. Applicants must have existed as a producing institution for a minimum of two (2) years prior to application date and must provide at least six (6) months of programming annually.
4. Applicants must have staff for administrative, technical and artistic duties.
5. Applicants must show a determination to present professional quality arts experiences as evidenced by paid performers, fair honoraria to artists, etc.
6. Applicants must have an independent governing board empowered to formulate policies and execute the programs of the organization.

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**CRITERIA**

1. General Operation Support Grants must be matched with the minimum cash match required.
2. Applicants for General Operational Support are limited to requests of no more than **20%** of their preceding year's actual income.
3. Applicants for General Operational Support must submit a copy of an audit by an independent accounting firm for the preceding fiscal year.
4. Applicants for General Operational support must include in their application the organization's total estimated **FY-2018** budget, showing all revenue and expenditures anticipated.
5. **APPLICANTS FOR GENERAL OPERATIONAL SUPPORT SHOULD NOT ASSUME THAT THIS GRANT PROGRAM WILL BE ON-GOING OR THAT FUNDING IS RENEWABLE OR "SAFE" IF AWARDED ONE TIME.**
6. Recipients of Generation Operational Support Grants are not eligible for other GCAHA grants during the same fiscal year.
7. General Operational Support Grants are awarded on a yearly basis.
8. Grant funds must be expended during the fiscal year.

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**2. PROJECT GRANTS**

Project grants are available to incorporated non-profit organizations and individuals for specific art-related projects in the following discipline areas:

- Art-in-Education
- Performing Arts (*theatre, dance, music*)
- Visual Arts
- Media Arts
- Special Projects (*humanities, community arts, literature, etc.*)
- Folk Arts
- Underserved

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**CRITERIA**

1. Project Grants must be matched with the minimum cash match required.
2. Project Grants are for specific projects only.
3. Recipients of Project Grants are not eligible for other grants during the same fiscal year.
4. Grant funds must be expended during the fiscal year.

### **3. ARTS-IN-EDUCATION GRANTS**

The Guam Council on the Arts and Humanities Agency Arts-in-Education Program places professional artists who work in various art forms in Guam's educational institutions and other community-based settings for residencies lasting from four to thirty-two weeks and occur between October and June. Art education is primarily the responsibility of the schools, and the AIE program is designed to augment existing school curricula. Observing the processes that go into producing a work of art helps children gain a better understanding and respect for artists and their work. Through involvement of teachers and community members, school residences are designed to stimulate continuance of art activities after the artist in residence has left. Although residencies primarily occur in educational institutions, they have occurred in such diverse institutions such as hospitals, libraries, community centers and businesses.

### **4. INDIVIDUAL ARTISTS' FELLOWSHIPS**

The Guam Council on the Arts and Humanities Agency Individual Artists Fellowship Program seeks to recognize and encourage the creative development of professional artists by enabling them to set aside time to pursue their work. A limited number of fellowships for creative artists are available in various disciplines.

Non-matched Fellowships are awarded to Guam artists who demonstrate exceptional talent as emerging professionals in their respective disciplines and to well established Guam artists who have made significant contributions to their art forms.

To apply for and retain a fellowship, an applicant must:

1. Be a U.S. citizen or a permanent resident.
2. Be a Guam resident for no less than three years and maintain residency for the duration of the grant period.
3. Be at least 18 years old.
4. Not be a degree-seeking student at the time of the application or any time during the grant period.
5. Not have received a fellowship during the past two years.

Interested persons are invited and encouraged to contact the GCAHA office for further information.

### **GRANT APPLICATION DEADLINES**

**DEADLINE for submission of grant applications is due by Friday, July 27, 2018 at 4:00 p.m. for Fiscal Year 2019 (Project Period of October 1, 2018 through September 30, 2019).**



# **NATIONAL ENDOWMENT FOR THE ARTS SUMMARY OF SELECTED REGULATIONS FOR SUBGRANTEES**

## **1. FAIR LABOR STANDARDS**

All professional performers and related or supporting professional employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities.

No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with safety and sanitary laws of the Territory of Guam in which the performance or part thereof is to take place shall be *prima facie* evidence of compliance.

## **2. NONDISCRIMINATION POLICIES**

### **Title VI of the Civil Rights Act of 1964, as amended, provides that:**

No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency. (42 USC. 2000d et seq.)

**Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities.

### **Title IX of the Education Amendments of 1972 as amended, provides that:**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. (20 USC 1681 et seq.)

### **Section 504 of the Rehabilitation Act of 1973 as amended, provides that:**

No otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (29 USC 794)

\* For the purposes of Section, 504, the term "*individual with a disability*" means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

### **Section 504 – Self-Evaluation and Additional Resources.**

A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the Civil Rights Office has provided you with a “Section 504 Self Evaluation Workbook.” The Workbook is located at [www.arts.gov/about/504Workbook.html](http://www.arts.gov/about/504Workbook.html).

You should designate a staff member to serve as a 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed and made available to the public and the NEA upon request. The NEW may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.

**Design for Accessibility: A Cultural Administrator’s Handbook** provides guidance on making access an integral part of an organization’s staffing, mission, budget, and programs. The Handbook and other resources may be downloaded from the Arts Endowment’s Web site at [www.arts.gov/accessibility/accessibility-resources/publications-checklists](http://www.arts.gov/accessibility/accessibility-resources/publications-checklists).

**The Age Discrimination Act of 1975, as amended** provides that no person in the United States shall, *on the basis of age*, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (42 USC. 6101 et seq.)

**The Americans with Disabilities Act of 1990 ("ADA"), as amended** prohibits discrimination *on the basis of disability* in employment (Title I), State and local government services (Title II), and, places of public accommodation and commercial facilities (Title III). (42 USC 12101-12213)

## **3. ENVIRONMENTAL AND PRESERVATION POLICIES**

**The National Environmental Policy Act (NEPA) of 1969, as amended**, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a “finding of no significant impact,” pursuant to applicable regulations and 42 USC Section 4332.

**The National Historic Preservation Act of 1966 (NHPA), as amended**, applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties. We will consult with the State Historic Preservation Officer, as appropriate, to determine the impact of your plan or renovation on the structure or any affected properties. Any change in your design, renovation, or construction plans must be submitted to us for review and approval prior to undertaking any of the proposed changes. You may be asked to provide additional information on your project to ensure compliance with the Act. (16 USC 470)

## **4. OTHER NATIONAL POLICIES**

**Debarment and Suspension** provides that you must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR part 180, as adopted by the Arts Endowment in Title 2 CFR, Chapter 32, Part 3254. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds; such as:

- Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, making false statements;
- Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility; and

- Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three years.

**The Drug Free Workplace Act** requires you to public a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state and zip code.) You must notify the Guam Council on the Arts and Humanities Agency of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. (41 USC 701 et seq. and 45 CFR Part 1155).

**Lobbying** provides that you may not conduct political lobbying, as defined in the statues and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

- (1) No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. (18 USC § 1913).
- (2) Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- (3) Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC Sec. 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations carefully. They are published at 45 CFR 1158, and can be found at [www.gpo.gov/fdsys/](http://www.gpo.gov/fdsys/).

**Davis-Bacon and Related Acts (DBRA), as amended**, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works

(these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Information about the laborers and projects that fall under DBRA can be found in the Department of Labor's (DOL) Compliance Guide at [www.dol.gov/compliance/guide/dbra.htm](http://www.dol.gov/compliance/guide/dbra.htm). DBRA wage determinations are to be used in accordance with the provisions of Regulations, 29 CFR Part 1, Part 3, and Part 5, and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

**The Native American Graves Protection and Repatriation Act of 1990** applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act. (25 USC 3001 et seq.)

**U.S. Constitution Education Program.** Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education"? receiving Federal funds from any agency are require to provide an educational program on the U.S. Constitution on September 17 (PL 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see [www.2.ed.gov/policy/fund/guid/constitutionday](http://www.2.ed.gov/policy/fund/guid/constitutionday) and <http://thomas.loc.gov/teachers/constitution.html>

**Arts Endowment Enabling Legislation.** You are required to execute your project (e.g., productions, workshops, programs, etc.) in accordance with the Arts Endowment's enabling legislation that requires "artistic excellence and artistic merit" to be included in the criteria upon which awards are made.

**Prohibition on use of funds to ACORN or its subsidiaries.** None of the Federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).

## **5. AUDIT OF RECORDS**

The State Arts Agency, the National Endowment of the Arts and the Comptroller General of the United States, or any duly authorized representative, shall have access to any books, documents, papers and records maintained to account for funds expended under the terms and conditions of this grant for the purpose of making audit, examination, excerpts and transcripts.

The required period of retention of records is **three years** from the date of submission of the final expenditure report unless an audit is conducted and then records must be retained until the audit is resolved or cleared.

## **6. STANDARDS FOR SUBGRANTEE FINANCIAL MANAGEMENT SYSTEMS**

Sub grantee financial management systems shall provide for:

- a. Accurate, current and complete disclosure of the financial results of each grant program in accordance with the State Arts Agency's reporting requirements.
- b. Records which identify adequately the source and application of funds for grant supported activities. These records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income.

- c. Effective control over and accountability of all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
- d. Comparison of actual with budgeted amounts for each grant. Also, relation of financial information with performance or productivity data, including the production of unit cost information whenever appropriate and required.
- e. Procedures to minimize the time elapsing between the transfer of funds from the state disbursing office and the disbursement by the grantee.
- f. Procedures for determining the allowability and allocability of costs in accordance with the provisions of OMB Circular A-87 (2 CFR 225) if subgrants are to State and Local Governments; OMB Circular A-122 (2 CFR 230) if subgrantee is a non-profit organization; and OMB Circular A-21 (2 CFR 220) if subgrants are for educational institutions.
- g. Accounting records which are supported by source documentation.
- h. Audits to be made by the State Arts Agency or at its discretion determine, at a minimum, the fiscal integrity of the financial transactions and reports, and the compliance with laws, regulations and administrative requirements. The State Arts Agency will schedule such audits with reasonable frequency, usually annually, but not less frequently than once every two years, considering the nature, size and complexity of the activity.

Audits conducted by the subgrantees are acceptable as long as they meet the requirements set forth in OMB Circular A-102, Attachment P.

- i. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

<b>CHECKLIST</b>
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Please refer to the questions on the form. Applicants/ organizations are required to submit the following documents:

- Individuals**
- 1. Complete detailed budget breakdown (cash expense, in-kind contribution & cash income)
  - 2. Resume/Biography,
  - 3. Three letter(s) of personal recommendation or letters of support specific to the project, and
  - 4. Samples of art work (i.e., photographs, cd, etc.)
- Organizations**
- 1. Detailed budget breakdown (cash expense, in-kind contribution & cash income),
  - 2. Recent annual audit,
  - 3. Copy of your organization's Certificate of Incorporation and IRS letter granting Federal Tax Exempt Status, and
  - 4. Articles of Incorporation / By-Laws
  - 5. DUNS number registration

***(supporting materials stated in #3 & #4 must be submitted with application regardless if they have been submitted in previous years)***

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

## COMPLETING APPLICATION FORM

The instructions provided below are keyed to the sections of the application form. Please read carefully before filling out the application form. Incomplete forms may invalidate your application.

### FOR APPLICANT'S COMPLETION

- A. Applicant/ Organization - Name/SSN or TIN/ Mailing Address.** The name, social security number or tax identification number and mailing address of the constituent submitting and signing the grant application request-for-services, even if funds are passed on to another organization or individual.
- B. Citizenship Status.** To be filled in by individual applicants only.  
*(Please refer to questions on the form.)*
- C. Contact Person(s)/ Title/ Phone Number/Email address.** The person to contact for additional information about the application. Official title and phone number of "Contact Person".
- D. Authorizing Official.** Name of person with authority to legally obligate the applicant/organization.
- E. Project Title.** Indicate a short descriptive title for your proposed project.
- F. Type of Grant.** Indicate the type of Grant Category you are applying for, i.e., Folk Art, Performing Art, Visual Art, Media Art, Underserved, Special Project, Arts-in-Education, General Operational Support, etc.
- G. Start/ End Date of Proposed Project.** This includes the span of time that is necessary to plan, execute and close out the proposed project. Dates must include the month, day and year. Projects must begin no earlier than October 1st and end no later than September 30th. Please check to make sure your project dates fall within GCAHA guidelines for the Grant Category of support you're requesting.
- H. Individuals to Benefit/ Artist(s) Participating.** Estimate the number individuals to benefit directly from your project, i.e. the total audience, participants, students, etc... (excluding employees and/or paid performers) that are anticipated to benefit directly from the project. Estimate for large public events or broadcasts. A single specific number is required here. Do not say "hundreds" or "thousands" and do not use a range such as 100 - 300.
- **Artist(s) Participating.** The total number of artist(s) involved in providing artistic services specifically identified with the project. Provide a single, specific number.
  - **Youth(s) Benefiting.** The total number of youth(s) involved in the project and/or those who will gain knowledge from the project.
- I. Provider of Services. (To be filled in only when applicable to the proposed project.)**  
The name and address of the artist, performing group, exhibit-producing organization, consultant, or other contracted specialist providing the services for which the Applicant/Organization is requesting assistance. If the Project has no "Provider of Services", write "**N/A**". (Resumes or a page listing artistic qualifications and experiences must be attached.)
- J. Grant Amount Requested.** The total amount requested to complete the project. Maximum of \$10,000.
- K. Other funding source.** List other funding sources sought and where.

## PROJECT DESCRIPTION

This portion of the application must be filled out by all applicants. Please refer to the questions on the form. Answer the questions applicable to you.

## BUDGET SECTION

List-all Income and Expenses by Applicant/Organization which are specifically identified **with** this project. List the anticipated cash expenses for each item and all cash contributions to this project from sources other than GCAHA and from applicant's cash resources.

**NOTE:** Applicants for General Operational Support must estimate the organization's budget (**October 1 through September 30, 2019**) are limited to requests of no more than 20% of the organization's actual total income for the preceding fiscal year. All other applicants estimate budget for project described in this application, requesting no more than 50% of project costs from GCAHA.

## CASH EXPENSES

**Personnel/ Artistic.** Payments for salaries, wages and benefits specifically identified with the project, for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc. Provide description, number of positions and rate(s).

**Personnel/ Administrative.** Payments for salaries, wages and benefits specifically identifies with the project, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; and supportive personnel such as maintenance and security staff, ushers, and other front-of-the-house and box office personnel. Provide description, number of positions and rate(s).

**Personnel/Technical-Production.** Payment for salaries, wages and benefits specifically identified with the project, for technical management and staff, such as technical director; wardrobe lighting and sound crew; stage managers, stagehands; video and film technicians, exhibit preparers and installers, etc. Provide description, number of positions and rate(s).

**Outside Artistic Fees and Services.** Payments to firms or persons for the services of individuals who are not normally considered employees of "*Applicant*", but consultants or the employees of other organizations, whose services specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee / non-staff capacities. Provide description, number or positions and rate(s).

**Outside Other Fees and Services.** Payments to firms or persons for not-artistic services of individuals who are not normally considered employees of "*Applicant*", but consultants or employees of other organizations, whose services are specifically identified with the project. Provide description, number of positions and rate(s).

**Space Rental.** Payments specifically identified with the project for rental office, rehearsal, theatre, hall, gallery, and such other spaces. Identify location and rate(s).

**Travel.** (*GCAHA funds cannot be used for travel however travel expenses may be claimed as part of your cash match.*) All costs for travel directly related to the travel of an individual or individuals specifically identified with the project. Includes fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs etc. For trucking, shipping, or hauling expense, see “**Remaining Operating Expenses.**” Identify who is traveling, where they are traveling to and reason for travel.

**Marketing.** All costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms which belong under “*Personnel*”, or “*Outside Fees and Services*”. Include costs of newspaper, radio, and television advertising, printing and mailing of brochures, flyers, and posters, food and drink, and space rental when directly connected to promotion, publicity or advertising.

**Remaining Operating Expenses.** All expenses not entered in other categories and specifically identified with the project. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping, and hauling expenses not entered under “**Travel**”. Itemize these expenses.

## **CASH INCOME**

### **REVENUE (EARNED INCOME)**

**Admissions.** Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc., for events attributable or prorated to the project. Provide description and rate(s) of each source.

**Contracted Services Revenue.** Cash derived from fees earned through sale of services (*other than this grant request.*) Include sale of workshops, etc., to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc. Include foreign government support. Provide description and rate(s) of each source.

**Other Revenue.** Revenue derived from sources other than those listed. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, poster, T-shirts, etc. Itemize source and amount(s), i.e., how many catalogs do you plan to sell and at what price each?

### **SUPPORT (UNEARNED INCOME)**

**Business/Corporate Support.** Cash support derived from contributions given for this project (*other than this grant request*) by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project. If possible, itemize source and amount(s).

**Foundation Support.** Cash support derived from grants given for this project (*other than this grant request*) by private foundations, or a proportionate share of such contributions allocated to this project. If possible, itemize source and amount(s).

**Other Private Support.** Cash support derived from cash donations given for this project or a proportionate share of general donations allocated to the project. Do not include corporate, foundation, or government contributions and grants. Include gross proceeds from fund-raising events. If possible, itemize source and amount(s).

**Government Support - Federal.** Cash support derived from grants or appropriations given for the project (*other than this grant request*) by the federal government, or a proportionate share of such grants or appropriations allocated to this project. Indicate specific agency or source.

**Government Support - State/Regional.** Cash support derived from grants or appropriations given for this project (*other than this grant request*) by agencies of the state government and/ or multi-state



consortiums of state agencies, or a proportionate share of such grants or appropriations allocated to the project. Indicate specific agency or source.

**Government Support - Local.** Cash support derived from grants or appropriations given for this project (*other than this grant request*) by city, county, in-state regional, and other local government agencies, or a proportionate share of such grants or appropriations allocated to this project. Indicate specific agency or source.

**Applicant Cash.** Funds from “*Applicant’s*” present accumulated resources or savings or anticipated resources that “*Applicant*” plans to provide to proposed project.

**MATCHING REQUIREMENTS**

All grant requests must be equally matched, organizational applicants must provide a minimum of 20% of the match in cash. Individuals must provide a minimum of 10% of the match in cash. Please refer to the guidelines and criteria for each Grant Category for more specific information. All applicants must have adequate matching resources to qualify for a GCAHA grant. To determine and demonstrate your eligibility, please complete the Matching Requirement equations on your application form. If the figures do not match or your matching resources are less than the grant requested then re-evaluate and rework your budget. Applications with incomplete budget and incorrect equations will be rejected.

**IN-KIND CONTRIBUTIONS**

**Do not add In-Kind Contributions to the Cash Income or Cash Expense section of your budget.** Be sure to include rate information showing how you calculated dollar value for in-kind contributions. If you show a dollar value of \$1,000 for volunteer services, how many volunteers are anticipated for how many hours and at what rate per hour? Volunteer time is usually calculated at minimum wage unless the volunteer is donating services which he/she provides as part of his/her profession in which case time is calculated at the person’s professional rate. Donated materials should be calculated at fair market value.

Only donated items that are directly involved in the project described in this application should be included here. Items or services unrelated to the project or program, even though received by the applicant, are not acceptable.

**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/ organization’s signature(s). This application shall become part of the legally binding contract between the applicant/organization and the Guam Council on the Arts and Humanities Agency. Please read these terms and conditions carefully.

**SIGNATURES**

The application form must be signed by all applicants. Individuals applying will be the authorizing official. Two signatures are required by officials for organizations with authority to legally obligate the applicant organization.