



**INCOME REPLACEMENT
GRANT APPLICATION
GUIDELINES**

FOR ARTISTS



**REGIONAL ARTS
COMMISSION**
OF ST. LOUIS

The Regional Arts Commission of St. Louis, in partnership with the City of St. Louis, is providing ARPA for the Arts Income Replacement grants funded by the American Rescue Plan Act (ARPA) funds for eligible St. Louis city working artists. The funding provided under ARPA provides a unique opportunity for local governments to enhance financial stability and cover temporary shortfalls while economic conditions continue to normalize within the arts and culture sector.

The ARPA for the Arts Income Replacement Grant is a one-time grant to working artists who derive a significant portion of their income from their artistic practice and who experienced personal financial loss from their artistic practice between April 1, 2020 and December 31, 2020.

If you are awarded an ARPA for the Arts Artist Income Replacement Grant, the ARPA funds must be expended by February 28, 2024, and reporting completed by March 31, 2024. Reporting instructions will be issued once a grant is made.

Once you determine your eligibility, please complete the application as soon as possible, between August 1 and October 15, 2023. These monies will be awarded on a first-come, first-served basis until the funds are depleted.

ARPA for the Arts – Artist Income Replacement Grant Eligibility

Eligible working artists meet the following requirements:

- The artist was 18 years of age or older between April 1, 2020 and December 31, 2021.
- The artist is a current resident of St. Louis City (verifiable documentation is a requirement and one item from the following list will need to be uploaded in the application: Motor Vehicle or Driver License Renewal Postcard; Unexpired Missouri driver's license; Nondriver license or instruction permit; or State-issued identification card).
- The artist is a current resident of St. Louis City (verifiable documentation is a requirement and one item from the following list will need to be uploaded in the application: Utility Bill (e.g. phone, water, gas, electric, trash, sewer, internet, or cable); Federal, State, or Local Government Correspondence or Document; Financial Document or Voided Check; Insurance Policy or Medical Document.
- The artist's residence is in a Qualified Census Tract (QCT). [Click here](#) to view the QCT Map. A brief tutorial on how to verify an address is available [here](#). RAC, in accordance with ARPA federal guidelines and the City of St. Louis, is prioritizing artists who live in a QCT. If you do not live in a QCT, RAC will waitlist your application and update you by mid-September.
- The artist experienced personal financial loss from their artistic practice between April 1, 2020 and December 31, 2020.

How Much ARPA for the Arts Income Replacement funds Can I Apply For?

The maximum amount of funding an artist can receive is \$15,000.

If You Are Applying As a Single Member LLC

Your Single Member LLC must have a Unique Entity Identification Number (UEI). It can take as long as six to eight weeks to obtain this number, if you do not have one. For information about acquiring or renewing a UEI number, please [click here](#) to review the instructions.

You must upload your Single Member LLC – Articles of Organization and Certificate of Organization. To verify your status, please [click here](#) to check the Missouri Online Business Portal.

Required Application Responses (not including basic artist information)

- Provide a brief personal bio that includes information about your artistic practice and how you contribute to the community through your artistic practice (300 words maximum).
- Covid Impact Statement—How did COVID-19 impact your artistic practice and/or personal income? For example, did you or someone in your immediate family experience job loss, illness, loss of childcare, etc. that created financial hardship (50 words maximum).
- ARPA Income Replacement Request Amount (between \$500 and \$15,000).
- If awarded, how do you plan to use the income replacement grant? (150 words maximum).

ARPA for the Arts Income Replacement Application Required Documents Checklist (PDF documents only)

- Proof of Residency Document #1 to include **one of the following**:
 - o Motor Vehicle or Driver License Renewal Postcard
 - o Unexpired Missouri Driver License
 - o Nondriver License
 - o State-issued Identification Card
- Proof of Residence Document #2 to include **one of the following**:
 - o Utility Bill (e.g. phone, water, gas, electric, trash, sewer, internet, or cable)
 - o Federal, State, or Local Government Correspondence or Document
 - o Financial Document or Voided Check
 - o Insurance Policy or Medical Document
 - o Current Missouri Voter Information ([Click here](#))

Application Review Process

The application portal opens August 1, 2023 and closes October 15, 2023. Grants are awarded on a first come, first-served basis until the funds are depleted. Please note that RAC, in accordance with ARPA federal guidelines and the city of St. Louis, is prioritizing working artists who reside in the city of St. Louis and within a Qualified Census Tract (QCT).

If you meet the residential requirements, this is the application review process:

Once a completed application is submitted, the ARPA for the Arts team will review your application. If the application is complete, it will be approved by the ARPA for the Arts Team. If there are issues with your application or if it is incomplete, the ARPA for the Arts Team will contact you via the Blackbaud Grants Management System as well as a direct email to the contact email address listed in your application.

If you live in the City of St. Louis but not within a QCT, this is the application review process:

Once a completed application is submitted, the ARPA for the Arts team will process your application and add you to a waitlist in the order that your application was submitted. If the application is complete, it will be reviewed by the ARPA for the Arts Team and you will be contacted in mid-September with a request for additional information that verifies the income lost during the period between April 1, 2020 and December 31, 2021.

Notification

Once your application is successfully processed, you will be notified via the Blackbaud Grants Management System as well as a direct email to the contact email address listed in your application.

Terms and Conditions Agreement

If an ARPA for the Arts Grant is made, this notification will include a terms and conditions agreement, which the grantee will sign and return before receiving the grant award in full via direct deposit. Direct deposit must be set up prior to the payment date. Grantees will receive instructions on how to do this through the Blackbaud Grants Management System and in email communications.

Payment Processing

Each grant recipient will be asked to sign the terms and conditions agreement before receiving the payment. Grant awards are disbursed in a single payment through automatic deposit to the grantee's designated bank account through RAC's BILL.com electronic payments platform. After signing the agreement, grantees will receive a BILL.com email prompting them to set up an account. There are instructions on the RAC website that will guide grantees through this process. Once the account is created with the proper banking information, RAC will process the award payment.

The ARPA for the Arts Grant payment is made in one lump sum disbursement equaling the total award amount.

Reporting

Funds must be expended by February 28, 2024 and reporting completed by March 31, 2024. You will receive instructions on reporting once the grant is made, which will include a narrative statement on how the ARPA for the Arts funds were spent and other document uploads.

Please note that this grant money is taxable.

Who to Contact with Questions

Questions about the application, process, or technical issues

Tracey Morgan

ARPA for the Arts Lead

ARPAforthearts@racstl.org

ARPA for the Arts Artist Income Replacement Schedule

Application Assistance	<p>August 1 through October 15, 2023</p> <p>Assistance with your application may be obtained by scheduling an appointment with the ARPA for the Arts Team</p> <p>Email: ARPAforthearts@racstl.org</p> <p>RACSTL @ City Foundry STL 3730 Foundry Way, Suite 149 St. Louis, MO 63110 (located across from City Winery and the Food Hall)</p>
Application Opens and Closes in Blackbaud Grants Management System	<p>August 1 through October 15, 2023</p> <p>Awards will be made on first-come, first-served basis or until funds are depleted, no later than October 15, 2023</p>
ARPA for the Arts Application Review	ARPA for the Arts Team will review applications on a weekly basis
Notification (within a QCT)	Within 2 weeks of application submission
Notification (outside of a QCT)	You will be notified within 2 weeks of submission and provided a waitlist number. By mid-September, you will be notified if there is a request for additional income verification
Terms & Conditions Agreement Disbursed and Signed (within a QCT)	With eligible and complete application, within 2 weeks of submission
Terms & Conditions Agreement Disbursed and Signed (outside of a QCT)	Within 2 weeks of receipt of additional income verification, after mid-September
Direct Deposit Payment Made	By November 15, 2023
Reporting	<p>You will receive instructions on reporting once the grant is made.</p> <p>Final report must be submitted to RAC by March 31, 2024</p>