It is the Arts Council’s goal to disburse all awarded grant funds to every grantee and we will work with you to ensure all funds are received for your arts programming. As a reminder, the City Arts Grants timeline is September 1 through August 31, so you if you need to make changes or reschedule anything, you have through August 31 to do so.

Additionally, the Arts Council is WAIVING THE 1:1 CASH MATCH REQUIREMENT. This means that you do not need to secure additional funding to complete your project. While many grantees will have already secured additional funds or need them to complete a project, the Arts Council is not requiring a cash match for the remainder of the current 2019-2020 grant cycle. The match will be required for future grant cycles.

Below is the list of questions to determine if you will need to submit a Change Request Form or include the description of changes in the Final Report Form.

**Did you receive a General Support grant award?**

**NO ADDITIONAL REPORTING REQUIRED.**

Any changes in programming or services due to COVID-19 can be reported in your final evaluation report which is due by September 30, 2020. A narrative response has been added to this form for you to report on all of the impacts of COVID-19.

**Did you receive a grant award for ONE specific project/event and NOT for a series of events or for on-going programming?**

**YES**

Was your ONE event/project cancelled, rescheduled or modified due to COVID-19 response measures?

**YES**

**NO ADDITIONAL REPORTING REQUIRED.**

If you received support for a series of performances, workshops, or classes and were able to complete a majority of what was indicated on your original application, any changes you made due to COVID-19 can be reported in your final evaluation report form which is due by September 30, 2020. A narrative response has been added to this form for you to report on all of the impacts of COVID-19.

**UNSURE**

**NO**

Plan to submit your final evaluation report by the September 20, 2020 deadline.

You do not need to complete anything at this time but will need a decision before the end of the grant year, August 31, 2020.

**CANCELLED**

If you have had to cancel your event/project and have determined that the project cannot take place before August 31, 2020, please complete the CHANGE REQUEST FORM. The form will ask you to describe how funds awarded can still go to activities that would have valuable community impact. Or if you would like to request that these funds be transferred into general operating support (only available to arts-based organizations) you will be asked to describe what expenses you will cover with these funds.

**RESCHEDULED / MODIFIED**

If you have had to reschedule or modify your event/project, please complete the CHANGE REQUEST FORM and describe the changes made from what was proposed in the application. The event/project must still be completed before the end of the grant year, August 31, 2020.