

Rapid Action Grant | 2024 Guidelines

Assembly for the Arts

Program Overview

The Rapid Action Grant provides easy-to-access and rapidly available funds for Cuyahoga County-based **artist-led projects or events** and **artist-specific needs**.

Artists may request up to \$2,000 to support their arts-centered public projects, events or needs that are specific to their creative practice. Applications are simple and funds are distributed quickly. Funding decisions will be made within approximately two weeks after artists apply, with funds distributed within approximately 30 days upon approval and receipt of required payment documents.

Submitting a Rapid Action Grant application does not guarantee funding. The funding amount provided will be at Assembly's discretion based on funds availability, the amount requested, and the selection criteria shared below.

The Rapid Action Grant is supported in part by the residents of Cuyahoga County through a public grant from [Cuyahoga Arts & Culture](#).

Applicant Eligibility Criteria

- Artists must satisfy the definition of artist or creative (as defined below. See *Definition of Artists & Creatives*).
- Artists must live and work in Cuyahoga County.
- Artists must be 18 years of age or older.
- Cannot be board or staff members of Assembly for the Arts, Neighborhood Connections, or Cuyahoga Arts & Culture (CAC).
- Jurors of Assembly's artist programs are not eligible to apply.

Assembly strongly encourages applications from BIPOC (Black, Indigenous, People of Color) artists, as well as other artists that have been historically excluded or marginalized.

How to Apply

Interested artists can apply using the online application found on the Assembly website at <https://assemblycle.org/rapid-action-grant/>. Artists will submit their applications online through the Submittable platform. Paper applications are not available for this program. If you have a disability or language barrier and require assistance in applying for the Rapid Action Grant, please contact grants@assemblycle.org.

Selection Criteria + Scoring Rubric

The following rubric and selection criteria will be used to guide funding decisions on eligible applications. Applications that meet eligibility requirements will be evaluated based on the following criteria.

Project, event or artist need must:

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- ✓ Be centered in arts and culture, which includes, but is not limited to craft, dance and choreography, design, film, interdisciplinary arts, literary arts/writing, media, storytelling, music, theater, traditional arts, and visual arts as defined below.
- ✓ Have a clear goal and purpose.
- ✓ Enhance opportunities or provides resources for other Cuyahoga County artists or creatives (projects).
- ✓ Have a broad community reach and impact (projects).
- ✓ Artist needs expenses must meet the eligible use of funds criteria (below) and must directly support the artist's creative practice.

Review Process

Once an artist has submitted their application for consideration, Assembly staff and one dedicated staff member from Neighborhood Connections will be assigned to review.

Applications will be reviewed in the order they are received and on a rolling basis throughout 2024 until the program funds have been depleted.

Funds Disbursement

Applicants will be notified of their funding decision within approximately 14 business days after submission of a complete application. Funds will be distributed via direct deposit within approximately 30 days upon approval and receipt of required payment documents. Applicants are responsible for any applicable taxes for any grant received, and we strongly encourage applicants to consult a tax professional on any questions they have regarding tax obligations for any grant received.

Grantee Requirements

Artists receiving funds through the Rapid Action Grant must:

- Complete and sign an artist agreement.
- Submit a W-9
- Have a bank account and submit an ACH (direct deposit) form.
- Add their artist profile and event to ClevelandArtsEvents.com
- Include Assembly and CAC's logos on their promotional materials for the project or event or for the period related to the artist's needs being funded.
- Comply with all reporting requirements.

Reporting Requirements

Artists will be required to complete a narrative question(s) and expense report and provide receipts for use of their Rapid Action grant funds using a simple form provided in Submittable.

All expenses and receipts must align with the intended use of funds outlined in the artist's application and sponsorship agreement. Failure to submit expense reports or receipts may result in the return of Rapid Action funds to Assembly for the Arts.

Eligible and Ineligible Uses of Funds

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Rapid Action Grant funds must be used for the purposes outlined in the Rapid Action Grant application, as approved, and will be delineated in each artist's sponsorship agreement.

For Projects and Events

Artists may request sponsorship funds to cover expenses for upcoming, on-going or in-progress events or projects that align with the selection criteria.

Projects and events can include but are not limited to: artist-run festivals, exhibitions, fairs, performances, workshops, youth programs, public discussions and more. Projects and events should be open and accessible to the public and must take place in Cuyahoga County. If you are unsure whether your project or event meets the criteria, please reach out to Assembly.

Funding examples include:

- Supplies and materials
- Artist fees and contract services
- Technology, audio, visual
- Food and catering (not alcohol)
- Space costs (rental, maintenance)
- Permits

Projects and events **cannot** be: Private fundraisers, galas or exclusive parties, politically partisan events or events led by an organization (for profit or non-profit).

For Artist Needs

Artists may apply for the Rapid Action Grant to help cover costs of industry-specific needs that directly support their creative practice. Examples include but are not limited to: travel expenses (within the U.S.) to participate in an exhibition or gig, studio rent or utilities, permits for an exhibition or performance, tools, supplies or materials.

Artist need expenses **cannot** be: Personal needs such as medical bills, grocery bills, home utilities or any of the following:

- Personal expenses
- Any expense unrelated to the information included in their application and agreement
- Illegal activity
- Political campaign expenses
- Gambling
- Alcohol
- Travel outside the U.S.
- Debt repayment
- Fundraising
- Contributions or donations to external causes or organizations

Definition of Artists and Creatives

To guide the administration of these funds, Assembly defines artists and creatives as professionals who create, perform, teach, or support the development of work in following disciplines:

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- **Craft** (ceramics, fiber, glass, jewelry, metals, textiles)
- **Dance & Choreography** (create or perform movement-based works)
- **Design** (fashion, graphic, industrial, object, all forms of architecture)
- **Film** (filmmakers, cinematography, directing, screenwriting, animation)
- **Interdisciplinary** (work creating intentional connections between multiple creative disciplines)
- **Literary Arts / Writing** (fiction, nonfiction, poetry, spoken word, criticism, graphic novels, journalism, arts writing)
- **Media** (work at the intersection of technology, content creation, aesthetics, storytelling, and digital cultures)
- **Music** (composing, songwriting, performing, DJing, producing)
- **Theatre & Performance** (directing, playwriting, puppetry, set design, lighting/installation, and performance art)
- **Traditional Arts** (work related to the continuity and evolution of a tradition and/or cultural heritage such as cultural dance, cultural music, oral expression and traditional crafts)
- **Visual Art** (painting, sculpture, photography, installation, performance art, sound art, video, printmaking, illustration, drawing)