



# PERFORMING ARTS READINESS

a community served by ✦ LYRASIS

## PAR Performing Arts Institutional Emergency Preparedness Planning Grants

The “Performing Arts Readiness” (PAR) project, funded by The Andrew W. Mellon Foundation, seeks to improve emergency preparedness among performing arts organizations through advocacy and outreach. The national PAR team works to raise awareness, increase resources, and provide training that addresses the unique needs of the performing arts industry, development of basic tools to assist with planning and advocacy, and provision of grant opportunities to support network development and institutional preparedness.

Acknowledging that lack of time, capacity, and expertise are major barriers to emergency preparedness planning for most performing arts organizations, the PAR project offers grants of up to \$7,250 to approximately forty (40) performing arts organizations for the creation of individual institutional emergency preparedness or Continuity of Operations (CoOP) plans with defined processes for maintaining the plan through ongoing updates. Although preference will be given to smaller organizations with restricted sources and capacity, all grantees will have the opportunity to become inaugural users of the enhanced ArtsReady 2.0 online planning tool but are not required to do so. The use of a consultant is not required; however, the PAR project can provide a list of consultants equipped to advise during the planning process. Proposed projects must include the creation or revision of an emergency preparedness or CoOp plan for the applicant organization.

### Guidelines

**Request Amount** – up to \$7,250.

**Application Deadlines** – submit by July 31, 2020 for projects beginning between September 15 and November 1, 2020. If funding remains available, a second round of Planning Grants is expected to be offered in 2021.

**Length of Project** – Projects must be completed in 10-12 months.

#### **Applicant Eligibility Requirements:**

- Must be a performing arts organization with at least a two-year track record of producing or presenting performances to the public. Applicants must be 501c3 organizations or fiscally sponsored non-profits. Grants will not be made to individuals. Although volunteer-run organizations will be considered, this opportunity is designed for those organizations with at least one full-time staff member.
- Must have the endorsement of the organization’s leadership and an assigned staff project manager or director.
- Must be willing to share non-confidential portions of the plan through PAR to provide models for other organizations under a Creative Commons attribution license. A full plan must be presented to PAR as part of the grant’s final report, but PAR staff will work with the grantee to identify and remove confidential details prior to posting.
- Previous recipients of PAR planning grants are not eligible.



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<b>Examples of Eligible Use of Grant Funds:</b>	<b>Funding Restrictions – Funds may NOT be used for:</b>
<ul style="list-style-type: none"><li>▪ Travel</li></ul>	<ul style="list-style-type: none"><li>▪ Overhead or indirect costs</li></ul>
<ul style="list-style-type: none"><li>▪ Meeting expense</li></ul>	<ul style="list-style-type: none"><li>▪ Expenses incurred prior to the award of the grant</li></ul>
<ul style="list-style-type: none"><li>▪ Consultant fees</li></ul>	<ul style="list-style-type: none"><li>▪ Construction or capital expenses</li></ul>
<ul style="list-style-type: none"><li>▪ Training</li></ul>	<ul style="list-style-type: none"><li>▪ Lobbying or political activity.</li></ul>
<ul style="list-style-type: none"><li>▪ Up to 20% of one staff person’s time for the grant period</li></ul>	<ul style="list-style-type: none"><li>▪ Only U.S. based organizations are eligible to apply, including those in U.S. Territories</li></ul>
<ul style="list-style-type: none"><li>▪ Up to \$1250 of the grant award can be utilized after initial consulting or planning activity to purchase recommended equipment or supplies</li></ul>	



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## 2020 Application & Budget for PAR Performing Arts Institutional Emergency Preparedness Planning Grants

Legal Name of Applicant Organization: \_\_\_\_\_

Website / Twitter / Facebook  
/Instagram: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicant County: \_\_\_\_\_

\_\_\_\_\_  
Contact Person Name (Last, First) Title

\_\_\_\_\_  
Primary phone number | Other phone number Email address

\_\_\_\_\_  
Requested Amount \$ Start/End dates of proposed project

\_\_\_\_\_  
Project Title

Please attach up to two additional pages, describing:

- Your organization.
  - Provide a brief description of your programming over the last two years.
  - Describe your facility(ies) – rented, owned, or borrowed. Do you use the facility(ies) full time, for specific events only, or what types of venues you tour to?
  - What is the size of your staff?
  - Tell us the size of your operating budget for the most recently completed fiscal year.
- The desired outcome of your organization’s emergency preparedness or continuity or operations planning process, the scope of your plan, and an update/maintenance schedule. Describe what institutional support exists for developing such a plan. Include the name, job title and qualifications of your project manager/director.



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- Describe the approach you propose to take to create the plan. This can be brief, but should talk about the process in such a way as to justify the budget.
- Describe emergency planning efforts (if any) previously done by your organization, how the proposed work relates to those previous planning efforts, and, if using a planning consultant, areas of expertise desired in that position.\*



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## Project Budget (provide figures to the nearest dollar)

Total Requested Amount: \$ \_\_\_\_\_

Expenses by Line:

Expense Line	Basis of Cost	Total Project Cost
<b>Total Project Costs:</b>		

### Criteria for Review

- Plan of work is reasonable and appropriate to achieve the development of the applicant’s emergency preparedness goals and maintenance plan.
- Budget is appropriate and justified by the plan of work.
- Applicant organization demonstrates sound operations and capacity to manage and oversee the project.

\* If your organization chooses to use a consultant in their project and does not have one identified, a list of consultants with expertise in developing emergency preparedness and continuity of operations plans who can be engaged/hired for your project will be made available by contacting the PAR Project Coordinator Steve Eberhardt or PAR Performing Arts Coordinator Janet Newcomb at [PARGrants@lyrasis.org](mailto:PARGrants@lyrasis.org). Both of these contacts are available for guidance, to review drafts up to two weeks before the submission deadline, or to answer questions about the PAR Performing Arts Institutional Emergency Planning grants.

Please email your completed application form as a PDF to [PARgrants@lyrasis.org](mailto:PARgrants@lyrasis.org).