

Specific Terms and Conditions

To: CNMI Department of Community and Cultural Affairs

Grant #: 1860417-61-19

(1) SPECIFIC TERM: Allowable Use of Funds

National Endowment for the Arts funds may be allocated to areas and constituents that do not have ready access to sources of monetary assistance from local foundations, corporations, Federal Emergency Management Agency (FEMA), U.S. Small Business Administration, insurance, etc.

The National Endowment for the Arts' funds must be designated to organizations and artists and used to support expenses already allowed for in Arts Endowment grant-making activity such as:

- A. Projects and activities judged to have artistic excellence and artistic merit and produced in alternate locations due to damage to existing performance space, exhibition venues, auditoriums, concert hall, offices, and other spaces.
- B. Rental of equipment in place of destroyed items.
- C. Purchase of replacement supplies and equipment for administrative and artistic purposes. Equipment with a unit cost more than \$5,000 must be identified and submitted to the Arts Endowment for prior-approval; the applicant may not just say "equipment."
- D. Salaries, wages, and fringe benefits for non-profit organizational staff as a result of business disruption. If an organization provides benefits that includes unemployment, and the staff is eligible to file for unemployment benefits, the Arts Endowment *cannot* provide funds for such.
- E. Repair and conservation of artistic and cultural materials including costumes, performance sets, instruments, artwork, etc.
- F. Design fees related to schematics and plans for construction or restoration of spaces owned by the organization. **IMPORTANT:** the Arts Endowment does not support the construction, purchase or renovation of facilities, thus costs associated with these items can't be included.
- G. Marketing, promotion, and publications expenses related to disaster recovery.
- H. Access accommodations such as sign language interpreters, assisted listening devices, print materials in alternative formats, such as large print brochures/labels/signs, etc. Support is not allowed for construction or renovation to come into accessibility compliance, e.g., we won't pay for a ramp to be built.)

NOTE: If there are other priorities you identify that fall outside this list, the Arts Endowment will consider them on a case-by-case basis.

The following activities have also been approved for use of this award's funds:

- A. The Executive Director's travel costs to attend the National Assembly of State Arts Agencies 2019 Leadership Institute in Providence, Rhode Island.
- B. Travel Stipends for selected artists to attend the 2020 Festival of Pacific Arts & Culture in Hawai'i.

(2) SPECIFIC TERM: National Historic Preservation Act (NHPA)

Should any changes occur to the locations or activities that were cleared by the Arts Endowment's Historic Preservation Officer or your Territory's Historic Preservation Office, you must notify us immediately.

Any funds that that you requested, and the Arts Endowment released, that are affected by these location changes, will be required to be returned to us unless accompanied by a new and/or revised State Historic Preservation Office clearance.

(3) SPECIFIC TERM: How to Request Payment Reimbursement

It is a condition of this award that with each request for reimbursement (Payment Request) the following must be submitted and approved by the Arts Endowment State & Regional Office prior to funds being released,

- A. A breakdown of itemized expenses in the requested amount of National Endowment for the Arts funds.
 - Use the sample format in the "Itemized Breakdown" file that is available on the **Documents Tab** in REACH for your award.
- B. Include the following information,
 - A list of all sub-awardee names (organizations and individuals), amount of sub-awards, purpose of sub-awards, and a description/photograph of damage.
 - A list of supplies, equipment, and/or other items of cost.