

Engaging the Arts to Build Vaccine Confidence Request for Proposals Applicant Questions

Q1. Are fiscally sponsored organizations eligible for the Engaging the Arts to Build Vaccine Confidence Request for Proposals (RFP)?

A1. Fiscal agents can apply if they meet the eligibility requirement of being a non-profit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3) and are applying on behalf of an organization that also meets the eligibility requirements.

Q2. Is this RFP eligible for fiscally sponsored projects? Right now, the eligibility guidelines state: hospitals, state health departments, school districts or their fiscal agents are not eligible to apply. But these projects are fiscally sponsored and are all working in arts and cultural spaces. Does the CDC require one EIN per RFP?

A2. See response under Q1 regarding fiscal agents. The CDC Foundation intends to make awards with up to 30 organizations that would each have their own EIN. Proposals may include other partners as subcontractors, consultants, or subrecipients.

Q3. Our organization is mounting a robust vaccine hesitancy program. We are a community clinic serving underserved, at-risk, poor populations with a patient base of 89% Hispanic. While we employ cultural strategies in our vaccine program, we are not an arts organization, hence my question about eligibility.

A3. A community clinic can partner with an arts-organization in their community. The arts-focused nonprofit would submit the proposal and could include a community clinic as a subcontractor. A community clinic could receive support for cultural strategies for increasing vaccine uptake as a subcontractor or subrecipient of the arts-focused organization.

Q4. Would a convention and visitors bureau that has an ongoing sculpture and mural program expanding throughout the community be an eligible applicant?

A4. If the bureau is a nonprofit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3) U.S. arts or cultural focused organization in a community with low vaccination rates, it is invited to apply. Eligible applicants are organizations that have been in existence for a minimum of 3 years and have demonstrated experience creating imaginative outputs.

Q5. What is considered a low vaccination rate?

A5. Counties and states that have **less than 50%** of their eligible population vaccinated for COVID. To view information about COVID vaccination coverage rates by county, please visit:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

Q6. State health departments are ineligible to apply but what about local health departments?

A6. Local health departments are ineligible to apply. Organizations that are interested in supporting these efforts should partner with an eligible nonprofit arts organization in their community.

Q7. Are faith-based organizations focused on the arts eligible?

A7. Faith-based organizations are eligible to apply if they are a nonprofit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3), U.S. arts or cultural focused organization in a community with low vaccination rates. Eligible applicants are organizations that have been in existence for a minimum of 3 years and have demonstrated experience creating imaginative outputs.

Q8. I am an independent artist with a limited liability company (LLC) focused on using public art for social good. I am interested in applying using my LLC but based on the language of your RFP I couldn't tell if I was eligible. Can I apply?

A8. An LLC can apply if they are a nonprofit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3). If the LLC is ineligible, we encourage individual artists who are interested in supporting these efforts to partner with a nonprofit arts organization in their community.

Q9. Where in the application can we upload or share links to work samples? Our proposed project will build on past vaccine confidence work that includes multimedia pieces that we would like to share as part of our application.

A9. In the application, under Section 2: Project Plan, there is a text box that asks applicants to describe their organization's past performance and success with using the arts to help inform local communities. We highly encourage you to incorporate that information into your narrative response. However, if applicants would like to provide work samples, they can include links in the text box.

Q10. The eligibility guidelines aren't 100% clear to me--would a state arts agency be eligible to apply? We are a state government entity, so I am thinking we are eligible, but I wanted to double check before we really dive into this.

A10. Government entities, such as a state arts agency, are eligible to apply for this opportunity.

Q11. I see that the implementation period covers November 15th through July 31st, 2022, with the option for a shorter period. I am wondering if the start date of the intended project could occur after the stated November 15th start date provided it is still within the 8.5-month timeframe?

A11. Applicants may choose to submit an 8.5-month implementation period covering November 15, 2021, through July 31, 2022 or they may have a shorter implementation period.

Q12. Will a recording be posted somewhere? Will a link be shared afterwards?

A12. A recording of the webinar will be made available along with the Q&A document and slide deck for those unable to attend the call, which can be found here on the [CDC Foundation RFP webpage](#).

Q13. I am concerned about the political weight of this in our state. My state is one of the worst for vaccination rate and even our own Governor is pushing against mandates. While this is something that we are willing to navigate, I hope it is something that can be compensated for in the budget. If the program is well designed, has strong partners (including working with our own Department of health and public health nursing) but still fails to produce any measurable impact due to the deep political entrenchment of our population, will we be required to return the funds or face any negative repercussions on the funder end?

A13. No, the funding will be provided through a firm-fixed price contract with a payment schedule based on reporting requirements and not on how successful a partner is in achieving results. The CDC Foundation understands the challenging environment and difficulties with vaccine promotion efforts and will be working to help share best practices and success stories to support partners' activities.

Q14. Who can I contact if I have additional questions regarding this RFP?

A14. Prospective applicants can continue to submit questions to the ArtsRFP@cdcfoundation.org through Wednesday, October 6, 2021, and responses will be added daily to the Q&A document here on the [CDC Foundation RFP webpage](#).

Q15. Our arts organization does not have an independently audited financial statement yet, nor do we have an annual report. Are there other attachments that would be acceptable? We can provide a financial statement, for example, that has not undergone an independent audit. Please advise.

A15. A 990 form can be submitted in place of the audited financial statement or annual report.

Q16. I attended the webinar and you note that counties and states with vaccination rates lower than 50% are prioritized for grant funding. In our state, we partner with the 10 zip codes within a county that represent the greatest needs (poverty, unemployment, incarceration, access to education) for our arts programming. It is the central part of this county that hovers between 30-40% vaccination rates but given the surrounding suburbs, our percentage is over 50% overall. Does that make us ineligible?

A16. No, applicants are encouraged to identify sub-groups within communities that have vaccination rates below 50% and provide the data to justify the selected target audience.

Q17. Can the art organization have a community partner assist with the administrative task of grant management? For example, progress reports, etc.

A17. Yes, organizations can have a community partner assist with the administrative tasks of grant management.

Q18. Can a PBS station or an affiliate apply for the grant?

A18. Yes, a PBS station or affiliate would be eligible to apply.

Q19. How many progress reports will there be during the process?

A19. A simple, monthly reporting template is currently under development by CDC. It will allow funded partners to efficiently share activity progress and challenges.

Q20. If we receive an NEA American Rescue Plan (ARP) grant, are we still eligible for this funding opportunity?

A20. Yes, organizations receiving NEA ARP grants are eligible to apply.

Q21. Can a narrative about "doing our part" to support the healthcare field who are really struggling right now be one of the several narratives explored by artists?

A21. Yes, different messages can be explored, such as "doing our part".

Q22. Are literary arts eligible (i.e., poetry, spoken word, etc.)?

A22. Yes, literary arts are eligible.

Q23. Can you submit proposals that will work in multiple states?

A23. Yes, an application can propose reaching communities in multiple states.

Q24. Can an organization (university with multiple arts programs) submit more than one proposal?

A24. Organizations are asked to limit their proposal submission to one per organization.

Q25. When you say that the content will not be property of organization or artist, does this mean after the project period we cannot use or adapt that content how we like to in our communities without permission, or just that the federal government can use the content without our permission?

A25. Materials created with funding under awards resulting from this solicitation remain the property of the CDC Foundation who will grant subrecipients a non-exclusive right to use, alter and modify materials created and to incorporate the material, in whole or in part, into other works for the subrecipients use.

Q26. Our audit for FY21 will not be complete prior to the due date. Is our FY20 audit acceptable?

A26. Yes, an FY20 audit is acceptable.

Q27. Will you require a Common Use License to be filed to officially place works into the public domain or will a release statement on each work be sufficient? Will you require proof of "work for hire" agreements with each artist?

A27. The subrecipient agreement will cover work product ownership and the required statement acknowledging Federal support that must be included on any produced works. No additional Common Use License, release statement, or proof of work for hire agreements will be required.

Q39. If the organization wants to work with a lead artist, will they need to supply work samples for the artist or just their bio information?

A28. Applicants are not required to submit work samples or bios but are welcome to do so to strengthen their proposal.

Q29. What can funds be used for?

A29. Please read the full RFP which provides significant details on how the funding can be used. Applicants can submit questions about whether a specific expense is allowable.

Q30. Is the 50% mark for fully vaccinated only or will the partially vaccinated number be sufficient for this qualification?

A30. Applicants can provide data on the percentage of people partially and fully vaccinated in the proposed target communities. This funding opportunity is prioritizing communities and target populations and sub-groups that are less than 50% fully vaccinated.

Q31. How will more interactive forms of theatre/art forms be received considering the public domain requirement?

A31. Even as arts organizations return to in-person programming and employment conditions improve for artists and creative workers, applicants will need to be cautious and follow the latest CDC guidance. Applicants may wish to refer here to [The Art of Reopening: A Guide to Current Practices Among Arts Organizations during COVID-19](#) released by the National Endowment of the Arts.

Q32. Our county is above the 50% vaccination rate, but the two target audiences we are considering for this proposal are below the 50% threshold (Black residents at 34 percent, or young people ages 12-17 in the school district our organization works within at 40 percent). Is proposal eligibility solely based on the county-level vaccination rate, or could we be eligible based on the low vaccination rate of an identified subgroup within our county?

A32. Proposal eligibility is not based solely on county or state-level vaccination rates. Applicants are encouraged to identify micro-target sub-groups. If an applicant plans to target adolescents, note that most states require parental consent for vaccinations. Data show that parents who are vaccinated are

much more likely to vaccinate their children and vice versa. While adolescents are an appropriate group to target, a successful project would need to consider this context.

Q33. Is salary support an eligible expense; if a staff person will be responsible for the administration of the proposed project?

A33. Yes, salary support is an eligible expense.

Q34. We are a nonprofit theatre that creates community-centered theatre projects. I know one of the project goals is presenting accurate information. However, most of what we do it present fictional stories. We are interested in finding creative ways of blending fact and fiction, but I wonder would telling a fictional story from literature, blending it with accurate information and data be appropriate for this funding request?

A34. Yes, we encourage applicants to use innovative and creative ways to increase the availability of accurate information about the safety and effectiveness of COVID-19 and influenza vaccines.

Q35. Can submit multiple proposals for different types of programs or work with different groups that may have approached us because we are an arts 501c3 and they want to partner with us?

A35. Primary organizations are limited to one proposal; however, secondary organizations will be allowed to submit multiple proposals.

Q36. Our organization, subcontractors, and artists are in different states. Are we eligible to apply?

A36. Yes, an application can have project staff from multiple locations.

Q37. Are letters of support required or highly encouraged from partners for this RFP?

A37. Letters of support are not required nor factored into the scoring criteria for this RFP.

Q38. Could you please explain what LOE stands for in the budget template?

A38. Level of effort (LOE) is a support-type project activity that must be done to support other work activities or the entire project effort. An applicant's request for the cost of laptops, computers, tablets, printers, etc. for staff persons supporting the project must match the percentage of LOE stated in the salary line item.

Q39. How does the CDC Foundation differentiate between a consultant and contractor costs?

A39. Consultant costs should be used when hiring an individual to give professional advice or services (e.g., training, expert consultant, SME etc.) for a fee, but not as an employee of the subrecipient organization. Contractor costs should be used when hiring an individual to provide products or services needed to carry out the project, but not as an employee of the subrecipient organization.

Q40. Does our organization need written approval to hire a consultant prior to submission or can this be obtained if we are awarded this proposal?

A40. No written approval must be obtained from the CDC Foundation for the submission of consultants in the budget narrative.

Q41. Can you clarify if and how you plan to use or distribute our work once it is submitted?

A41. Content created by artists and organizations will be shared by the CDC Foundation to partnering organizations, government institutions, and other community-based organizations or arts and cultural organizations to promote vaccine efforts.

Q42. Can you provide advice on ways to find potential nonprofit arts organizations to partner with?

A42. Applicants may wish to refer the CDC's [field guides](#) on how to build public health partnerships with arts and culture organizations.

Q43. Will any information on the organizations that receive the grants be publicly available to allow independent artists to connect and contribute to the initiatives and projects?

A43. Yes, a list of funded arts and culture organizations will be published by the CDC Foundation.

Q44. I see that school districts are not eligible; does that also include the schools themselves?

A44. Individual schools are not eligible for this opportunity.

Q45. Are universities eligible to apply?

A45. Yes, colleges and universities with arts programs are eligible to apply.

Q46. Is a 990N IRS postcard filing acceptable documentation?

A46. No, please provide a copy of your organization's annual audited report or 990 form. If one is not available, upload a copy of your organization's income statement or balance sheet from the financial system.

Q47. Do we need to have partnerships committed before we submit our proposal or if it is okay to have proposed partners and/or characteristics of partners we are seeking to partner with if we are selected for this opportunity?

A47. Applicants do not need to have committed partnerships prior to submitting a proposal, however, a description of how the organization will collaborate, build partnerships, and engage the community to achieve project objectives will need to be included in the proposal.

Q48. The performers/artists will not be selected in time to list them on the budget's "Contractor" sheet. Is it permissible to list broader examples of the types of performers? For example: "community choir performance," "theatre company" or "live musician," along with the contract amount?

A48. Yes, please include TBD after the name or types of performers.

Q49. We are in the process of applying for our SAM registration. Do we have to have the SAM registration number by the grant deadline date?

A49. No, organizations will be able to apply without a SAM registration number.

Q50. How do I get the projects I already created to be shared and promoted by the CDC?

A50. CDC and the National Endowment for the Arts (NEA) collaborated with the University of Florida Center for Arts in Medicine in the development of an [arts response repository](#) to build public health partnerships with arts and culture programming. There is a link on the page where artists can upload and share their projects.

Q51. How should I reflect all our partner's expenses in the application budget?

A51. For Attachment A: Budget Template, please provide the name of the organization and the total contract amount. In Attachment B: Budget Narrative Template, you will provide the details for the contractor including name, method, period performance (you can put the project implementation period if unsure), scope of work, method of accountability, and itemized budget and justification.

Q52. Can artists (including faculty artists) be paid to create the art in the project?

A52. If the university is applying as the subrecipient organization, then any university employees (including faculty artists) will need to include their compensation under salaries and wages. If they are not employees of the subrecipient organization (independent artists) then they are considered contractors and their compensation will need to be included in the contractor line item.

Q53. Can an international student be paid (to create a documentary)?

A53. Yes, students can be hired as contractors.

Q54. How do we account for LOE in the equipment section in the budget template?

A54. Applicants can refer to the cover page on how to calculate LOE. Applicants will need to manually calculate the LOE for each item in the equipment section and enter the total amount for each item listed. Additionally, applicants will also need to provide a detailed explanation in *Attachment B: Budget Narrative* justifying the calculated LOE in the equipment section.

Q55. Is there a preference focused on assets that will be disseminated in location-specific ways? For example: songs disseminated through social media or public release, rather than only in live performance settings?

A55. No, there is no preference for how assets are disseminated.

Q56. Where is data for vaccination rates aggregated by sub-communities on a national level?

A56. Demographic breakdown of COVID vaccinations within a city/county can usually be found on state or local health agency websites.

Q57. Is regional vaccination level as criteria included in the scoring, as part of the 10% in the project plan 60 for project description?

A57. Applicants should provide justification for their chosen target audience(s), including supporting evidence for that group(s) having high levels of vaccine hesitancy, which can include local data, publications, etc. This is 10 points out of 60 points for the project plan.

Q58. Hospitals are listed as partners but are "not eligible to apply." We plan to partner with an arts outreach program that is part of a local hospital. Can the hospital be a subrecipient organization for our project or would individuals associated with the hospital need to be included as consultants and/or sub-contractors?

A58. A hospital and/or individuals can be consultants and/or contractors.