

## 2024 COMMUNITY CARE FUND (CCF) GUIDELINES

**The Community Care Fund (CCF) provides financial assistance of up to \$1,250 to Leeway grant and award recipients experiencing immediate and essential emergency needs.**

In April 2020, Leeway established a COVID-19 Relief Fund with the goal of distributing unrestricted grants to Leeway grant and award recipients experiencing financial hardship as a direct result of the pandemic. Since then, the fund has evolved to focus on immediate and essential emergency need funding.

As of January 2024, \$619,175 had been re-distributed to 402 artists.

Over the last four years, we've learned a lot about the importance of emergency funding, particularly for many artists who have been historically marginalized, many of whom Leeway serves (e.g. – people of color; immigrants; queer people; trans\* and/or gender nonconforming folks; poor and working-class people; people with disabilities; etc.). If the last few years have taught us anything, it's that many individual artists don't have safety-nets of resources to fall back on in hard times.

**Because of this, we're continuing the Community Care Fund in 2024 with funds awarded to eligible applicants in the order in which applications are received.**

### **WHO IS ELIGIBLE TO APPLY?**

***You are eligible to apply if you are:***

- A Leeway Foundation grantee;
- A current resident of Bucks, Camden, Chester, Delaware, Montgomery, or Philadelphia County; and
- An artist who is experiencing financial hardship and has immediate, emergency need around housing, utilities, medical, food, caregiving, and/or other essential needs.

***You are not eligible to apply if you:***

- Have received a Transformation Award in 2023
- Have received Community Care Fund grants totaling \$1,250 in the current calendar year (2024)

### **HOW DOES LEEWAY DEFINE “EMERGENCY AND ESSENTIAL NEED”?**

We define “emergency and essential need” as the imminent endangerment of essentials such as housing, utilities, medicine, food, caregiving, and/or other essential needs. Applicants will need to demonstrate a pressing and critical need for emergency support in order to receive funding. Due to an unprecedented amount of need in the communities Leeway serves and limited funds, Leeway unfortunately will not be able to fund every request.

## HOW MUCH CAN I REQUEST?

Our hope is that the fund will support as many previous Leeway grantees as possible; to that end, we have set a sliding scale request range up to \$1,250.

The Community Care Fund is operating from trust and assuming good intent, knowing very few people apply for emergency funding unless they need it. CCF funds may not be able to cover the entirety of your need – but instead, can be a way to meet urgent expenses. **We know these are challenging times for many people and appreciate your willingness to think about other members of the community.**

## HOW DO I APPLY?

- Applications must be submitted through [an online application](#), which we have kept as simple as possible. We do not accept applications that are dropped off or sent by mail, email, or fax.
- If you do not receive an immediate email confirmation of your online application, it has **not** been submitted.
- Applications can be submitted at any time and will be reviewed, in the order that they are received, on an ongoing basis, as long as funds are available.
- Leeway staff are also available to help you complete the application by phone in 15 minutes or less.

If you would like to do a phone application, cannot use a computer to complete the application, or have access needs that make this process inaccessible to you, please contact [mhamilton@leeway.org](mailto:mhamilton@leeway.org) or call 215-728-9274.

## CAN I APPLY IF I RECEIVED COMMUNITY CARE FUNDING IN A PAST YEAR?

Yes, definitely! If you received CCF funding in a past year, you are eligible to re-apply in 2024. However, since funds are limited, please deeply consider how your request falls under emergency and essential need.

## CAN I RE-APPLY IF I ALREADY RECEIVED COMMUNITY CARE FUNDING THIS YEAR?

If you have already received CCF funding in 2024, you are welcome to re-apply – *as long as* those requests do not total more than \$1,250 in the current calendar year (2024).

## HOW WILL APPLICATIONS BE REVIEWED?

In order to not exhaust all CCF funding in the beginning of the year, there will be a maximum amount of funding available per cycle. Once the maximum amount is reached per cycle, the fund will close until the beginning of the next cycle. See cycles below:

- **Cycle 1:** February 5 – March 31
- **Cycle 2:** April 1 – June 30
- **Cycle 3:** July 1 – September 30
- **Cycle 4:** October 1 – November 30

Applications will still be reviewed on a rolling basis in the order that they are received, twice per month, by a panel of community-based artists and cultural producers until funds are depleted each cycle. The Fund will aim to meet the following deadlines:

For applications received:	Notification will be made by (at the latest):
<b>Cycle 1</b>	
February 5 – February 15	February 22
February 16 – February 29	March 7

March 1 – March 15	March 22
March 16 – March 31	April 5
<b>Cycle 2</b>	
April 1 – April 15	April 22
April 16 – April 30	May 6
May 1 – May 15	May 21
May 16 – May 31	June 6
June 1 – June 15	June 21
June 16 – June 30	July 8
<b>Cycle 3</b>	
July 1 – July 15	July 19
July 16 – July 30	August 5
August 1 – August 15	August 21
August 16 – August 31	September 6
September 1 – September 15	September 20
September 16 – September 30	October 4
<b>Cycle 4</b>	
October 1 – October 15	October 21
October 16 – October 31	November 6
November 1 – November 15	November 21
November 16 – November 30	December 6

This purpose of this application is to verify that the request meets the Community Care Fund guidelines and that we have the information needed to process the request. In this way, this fund is unlike Leeway's other grant programs where artists have to "make the best case" for funding. We are checking to see whether the request meets CCF guidelines or not. The simpler, the clearer, the better!

If you don't fill out the application fully, your application will be rejected. We will email you to let you know (if you provided an email address), so you can send in a complete application.

### **HOW WILL FUNDS BE DISPERSED?**

Grant notifications are emailed within 2-3 weeks of submission, or less. **We anticipate it will take a maximum of 5-7 business days after notification day (listed above in the table) for funds to be dispersed** to grantees, depending on the payment method chosen. Funds will be dispersed by check or direct deposit, based on the schedule seen in the previous chart.

### **IS THIS INCOME TAXABLE?**

Yes. All grantees will be asked to complete a W-9 tax form and will receive a 1099 form for tax purposes, if they receive over \$600. Contact Leeway staff if this presents any difficulties for you.

Please note: If you've received \$600 or less from Leeway this year, you will not receive a 1099 form. However, the IRS will still consider this taxable income and you must report the amount as self-employment income.

**WILL MY INFORMATION BE CONFIDENTIAL?**

Yes. All individual requests and personal information will be kept confidential. The cumulative data may be shared anonymously to help us advocate for more resources for the fund, or as data to help fight for stronger support of artists and gig economy workers.

**ARE THERE ANY REPORTING REQUIREMENTS?**

No. Community Care Funds are unrestricted, no-strings attached grants with no reporting requirements.

**QUESTIONS?**

If you have questions or have access needs that make this application process inaccessible to you, please contact Melissa Hamilton at [mhamilton@leeway.org](mailto:mhamilton@leeway.org) or call 215-728-9274.

*We would like to credit local + national initiatives and organizations in the field for providing relief and other fund models we used as resources that helped Leeway create and launch the Community Care Fund, particularly Alternate ROOTS Solidarity Fund. In past years, Leeway has been able to support this stream of funding thanks to generous support from the Andrew W. Mellon Foundation, Independence Public Media Foundation, the Samuel S. Fels Fund, Sundance Institute, Surdna Foundation, and The William Penn Foundation.*