2021 Window of Opportunity (WOO) Community Care Fund

GUIDELINES

The Window of Opportunity (WOO) Community Care Fund provides financial assistance of up to $2,500 to Leeway grant and award recipients experiencing immediate financial need due to the continuation of the pandemic’s impact on artist lives and livelihoods.

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 COVID-19 crisis. As of June 2021, $138,320 has been re-distributed to 180 individual artists.

Currently, we still have significant resources available, and applications will be accepted until funds are depleted. Funds will be 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:
  - lost income, work, creative opportunities due to the pandemic; and/or
  - immediate needs around housing, medical, food, caregiving, and other essential needs (e.g. - rent/mortgage, utility bills, medicine, groceries, caregiving, etc.)

You are not eligible to apply if you:

- Have received a Transformation Award in 2020
- Have received WOO Community Care Fund grants totaling $2,500 in the current calendar year

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 $2,500.

The WOO Community Care Fund is operating from trust and assuming good intent, knowing very few people apply for emergency funding unless they need it. These care funds will likely not be a full replacement of lost income – but instead, the fund can be a way to meet urgent expenses.

We know these are challenging times for all of us and appreciate your willingness to think about other members of the community but given the amount of money currently remaining in the fund, we STRONGLY encourage you to request the full amount – $2,500!
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 immediately receive an email confirmation of your online application, it has not been successfully submitted.
- Leeway staff are also available to help you complete the application by phone in 15 minutes or less. Please call 215.728-9274 to set up a time.
- 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.
- Disbursement of funds will happen based on the schedule seen in the chart below.

If you cannot use a computer to complete the application or have access needs that make this application process inaccessible to you, please contact Melissa Hamilton at mhamilton@leeway.org or call 215-728-9274. Voice messages will be returned within 24 hours, Monday-Friday.

CAN I RE-APPLY IF I RECEIVED WOO RELIEF FUNDING IN 2020?
Yes, definitely! If you received WOO Relief funding in 2020, you are most definitely eligible for WOO Community Care Fund in 2021.

CAN I RE-APPLY IF I ALREADY RECEIVED WOO COMMUNITY CARE FUNDING IN 2021?
If you have already received WOO Community Care funding in 2021, you are welcome to re-apply – as long as those requests do not total more than $2,500 in the current calendar year.

Please note: If the need and expenses described in your original application still stand, you can:
- complete a new application reiterating those needs/expenses by clicking here; or
- schedule a brief call with Leeway staff at 215-728-9274 to update your original application with a short addendum of sustained need.

HOW WILL APPLICATIONS BE REVIEWED?
Applications will be reviewed in the order that they are received, twice per month, by a panel of community-based artists and cultural producers until funds are depleted. The Fund will aim to meet the following deadlines:

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<th>For applications received:</th>
<th>Notification will be made by (at the latest):</th>
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<tr>
<td>July 1 – July 15</td>
<td>July 21</td>
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<td>July 16 – July 30</td>
<td>August 6</td>
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<td>August 1 – August 15</td>
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<td>October 1 – October 15</td>
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<td>November 22</td>
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<td>November 16 – November 30</td>
<td>December 6</td>
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This purpose of this application is to verify that the request meets the WOO 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 Fund 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 DISPERSSED?**
Grant notifications are emailed within two weeks of submission. *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 can be dispersed by check or direct deposit.

**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. WOO Community Care Funds are unrestricted, no-strings attached grants with no reporting requirement.

**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 or call 215-728-9274. Voice messages will be returned within 24 hours, Monday-Friday.

*We would like to credit local and 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 WOO Community Care Fund, particularly Alternate ROOTS Solidarity Fund.*