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 and essential emergency needs, including but not limited to the pandemic’s impact.

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 November 2021, $288,820 had been re-distributed to 257 artists.

Over the course of the last two years, we’ve learned a lot about the impact of the pandemic on arts and cultural communities – and 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 pandemic has 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 2022 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:
  - 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 2021
- 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 we encourage you to request the full amount – $2,500, if needed!

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 APPLY IF I RECEIVED WOO COMMUNITY CARE FUNDING IN 2021?
Yes, definitely! If you received WOO Relief funding in 2021, you are most definitely eligible for WOO Community Care Fund in 2022.

CAN I RE-APPLY IF I ALREADY RECEIVED WOO COMMUNITY CARE FUNDING IN 2022?
If you have already received WOO Community Care funding in 2022, you are welcome to re-apply – as long as those requests do not total more than $2,500 in the current calendar year (2022).

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:

<table>
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<tr>
<th>For applications received:</th>
<th>Notification will be made by (at the latest):</th>
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<tr>
<td>February 7 – February 15</td>
<td>February 21</td>
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<tr>
<td>February 16 – February 28</td>
<td>March 7</td>
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<td>March 1 – March 15</td>
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<td>March 16 – March 31</td>
<td>April 6</td>
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<td>April 1 – April 15</td>
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<td>May 20</td>
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<td>May 16 – May 31</td>
<td>June 6</td>
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<tr>
<td>June 1 – June 15</td>
<td>June 21</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 DISPERSED?**
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.

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 WOO Community Care Fund, particularly Alternate ROOTS Solidarity Fund.