GUIDELINES
The Window of Opportunity (WOO) Relief Fund provides financial assistance to Leeway grant and award recipients experiencing financial need related to the COVID-19 crisis.

As the impact of COVID-19 is felt throughout our region, the necessity of immediate, no-strings-attached funds for individual artists has become clear – particularly for women, trans, and gender nonconforming artists and cultural producers. The Window of Opportunity (WOO) Relief Fund will distribute unrestricted grants, up to $500, to Leeway grant and award recipients experiencing financial hardship as a direct result of the COVID-19 crisis.

MOVING INTO PHASE 2 OF THE WOO RELIEF FUND
In Phase 1 of the WOO Relief Fund, we moved $49,282 to 59 people (up to $1,000 each) who had experienced lost income, work, and/or creative opportunities as a result of the COVID-19 crisis. As we move into Phase 2 of the WOO Relief Fund, we’ll be expanding our eligibility to include artists with immediate needs around housing, medical, food, and other essential, emergency needs (e.g. - rent/mortgage, utility bills, medicine, groceries, COVID-19 supplies, etc.).

We currently have $25,000 available for this second round of funding and will reassess the potential for reallocating additional resources. In order to provide support to as many grantees as possible, we will decrease the unrestricted grant amount to $500.

Applications will be accepted until funds are depleted. Due to anticipated high demand, 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 as a direct result of COVID-19 and has:
  - lost income, work, and/or creative opportunities due to cancellations and shutdowns
  - immediate needs around housing, medical, food, and other essential, emergency needs (e.g. - rent/mortgage, utility bills, medicine, groceries, COVID-19 supplies, etc.)

You are not eligible to apply if you:

- Have received a Transformation Award in 2019
- Have received WOO grants totaling $1,000 in the current calendar year
- Have received a WOO Relief Fund grant in Phase 1 for over $500
  (if you received less than $500 in Phase 1, you’re eligible for Phase 2)
**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 $500.

The WOO Relief Fund is operating from trust and assuming good intent, knowing very few people apply for emergency funding unless they need it. These relief funds will likely not be a full replacement of lost income – but instead, the fund can be a way to meet urgent expenses. **We ask that applicants request the funds they need to stabilize while being mindful of their fellow grantees and the fact that we are a community experiencing global hardship.**

**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.
- 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.
- In an effort to serve the most folks, we will only accept one application per person for Phase 2.

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.

**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. Applications will be accepted until funds are depleted. The Fund will aim at meeting the following notification deadlines:

| Phase 1: financial hardship as a direct result of COVID-19, including cancellations |
|---------------------------------|--------------------------------------------------|
| For applications received:      | Notification will be made by (at the latest):    |
| April 15 – April 30             | May 6                                            |
| May 1 – May 15                  | May 21                                           |
| May 16 – June 5                 | June 10                                          |

Application closes for a brief hiatus from June 4 (11:59PM) to June 8 (10AM).

| Phase 2: financial hardship as a direct result of COVID-19, including cancellations and immediate needs around housing, medical, food, and other essential, emergency needs |
|---------------------------------|--------------------------------------------------|
| For applications received:      | Notification will be made by (at the latest):    |
| June 8 – June 15                | June 19                                          |
| June 16 – June 30               | July 6                                           |

*An announcement will be made on or prior to June 30 as to the status of the Fund’s available resources.*
This purpose of this application is to verify that the request meets the WOO Relief 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 DISPENSED?**
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 Relief 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 or call 215-728-9274. Voice messages will be returned within 24 hours, Monday-Friday.

_We would like to credit initiatives and organizations in the field for providing relief fund models we used as resources that helped Leeway create and launch the WOO Relief Fund. Thanks to Alternate ROOTS Solidarity Fund, Anonymous Was a Woman + New York Foundation for the Arts Emergency Relief Grant, Philadelphia Performance Artist Fund, San Francisco Arts and Artist Relief Fund, Seattle Arts Relief Fund Amid COVID19, and Springboard for the Arts Personal Relief Fund._