



# Oklahoma CARES Grants Acknowledgment Requirements

## Introduction

Oklahoma CARES Grants are designed to support the retention of jobs and the stabilization of nonprofit arts organizations in response to the COVID-19 pandemic. More than 100 Oklahoma 501(c)(3) arts-focused organizations incorporated in the State of Oklahoma will receive funding through the program. The one-time grants are made possible by federal funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, and distributed by the National Endowment for the Arts to the Oklahoma Arts Council as its state partner. The grant program reflects the Oklahoma Arts Council's commitment to diversity, equity, and inclusion considerations in the investment of funding throughout the state.

## Acknowledgment Requirements

Organizations awarded Oklahoma CARES Grants must meet all requirements outlined in their grant contracts, including both of the following methods of acknowledging the support of the Oklahoma Arts Council, National Endowment for the Arts, and members of the Oklahoma Congressional delegation. In addition to completing an online final report, organizations must submit with their final report support materials evidence of having met requirements to: 1) send letters of appreciation to their two United States Senators and their organization's Congressman or Congresswoman in the United States House of Representatives; and, 2) participate in the Oklahoma CARES Grant social media campaign.

**1) Letters of Appreciation** – organizations must send a letter of appreciation to Oklahoma's two United States Senators and the organization's Congressman or Congresswoman in the United States House of Representatives ([find out who represents your organization](#)). Letters should thank the elected officials for their support of the arts in Oklahoma during the COVID-19 pandemic, and explain how funding made available from the Oklahoma Arts Council and National Endowment for the Arts through the CARES Act helped the organization retain jobs and maintain stability. A template letter of appreciation is included at the end of this document. You may also [download a template letter of appreciation here](#).

Senators:

The Honorable Jim Inhofe ([link](#))  
United States Senate  
205 Hart Senate Office Building  
Washington, D.C. 20510

The Honorable James Lankford ([link](#))  
United States Senate  
316 Hart Senate Office Building  
Washington, D.C. 20510

Representatives:

1st District of Oklahoma  
The Honorable Kevin Hern ([link](#))  
United States House of Representatives  
1019 Longworth House Office Building  
Washington, D.C. 20515

2nd District of Oklahoma  
The Honorable Markwayne Mullin ([link](#))  
United States House of Representatives  
2421 Rayburn HOB  
Washington, D.C. 20515

3rd District of Oklahoma  
The Honorable Frank Lucas ([link](#))  
United States House of Representatives  
2405 Rayburn HOB  
Washington, D.C. 20515

4th District of Oklahoma  
The Honorable Tom Cole ([link](#))  
United States House of Representatives  
2207 Rayburn HOB  
Washington, D.C. 20515

5th District of Oklahoma  
The Honorable Kendra Horn ([link](#))  
United States of House of Representatives  
415 Canon HOB  
Washington, D.C. 20515

[Find out who represents your organization in the United States House of Representatives.](#)

**2) Participation in the Oklahoma CARES Grant social media campaign** – organizations must **download our Oklahoma CARES Grant social media flier**, print it, and complete the following sentence on the flier: “Investing in the arts means...” A representative of the organization must pose for a photo with the completed printed flier, and the photo should be posted to Facebook and/or Twitter. Posts should thank the Oklahoma Arts Council, National Endowment for the Arts, and Oklahoma’s Congressional representatives for their support of the arts through CARES Act funding. Posts should also mention or tag the Oklahoma Arts Council, National Endowment for the Arts, Oklahoma’s two U.S. Senators, and the organization’s Congressman or Congresswoman.

Facebook:

@OklahomaArtsCouncil

@NationalEndowmentfortheArts

@SenatorLankford (James Lankford, U.S. Senator for Oklahoma)

@jiminhofe (James M. Inhofe, U.S. Senator for Oklahoma)

@repkevinhern (Kevin Hern, Congressman, 1st District of Oklahoma)

@RepMullin (Markwayne Mullin, Congressman, 2nd District of Oklahoma)

@RepFrankLucas (Frank Lucas, Congressman, 3rd District of Oklahoma)

@TomColeOK04 (Tom Cole, Congressman, 4th District of Oklahoma)

@RepKendraHorn (Kendra Horn, Congresswoman, 5th District of Oklahoma)

Twitter:

@okartscouncil

@neaarts

@SenatorLankford (James Lankford, U.S. Senator for Oklahoma)

@JimInhofe (James M. Inhofe, U.S. Senator for Oklahoma)

@repkevinhern (Kevin Hern, Congressman, 1st District of Oklahoma)

@RepMullin (Markwayne Mullin, Congressman, 2nd District of Oklahoma)

@RepFrankLucas (Frank Lucas, Congressman, 3rd District of Oklahoma)

@TomColeOK04 (Tom Cole, Congressman, 4th District of Oklahoma)

@RepKendraHorn (Kendra Horn, Congresswoman, 5th District of Oklahoma)

### **What if my organization is not on Facebook or Twitter?**

Organizations that are not on Facebook or Twitter can fulfill the social media campaign requirement by including in their final report support materials a digital photo of someone from the organization holding the completed flier. The Oklahoma Arts Council reserves the right to use the photo in social media posts.

### **Questions**

Questions about the letters of appreciation or social media campaign should be directed to Oklahoma Arts Council Director of Marketing and Communications at [joel.gavin@arts.ok.gov](mailto:joel.gavin@arts.ok.gov) or (405) 521-2037.

## Template Letter of Appreciation

DATE

The Honorable FIRST NAME LAST NAME  
United States SENATE/HOUSE OF REPRESENTATIVES  
ADDRESS  
Washington, DC ZIP

Dear SENATOR/REPRESENTATIVE LAST NAME,

- Introduce yourself, your position, and your organization.
- Inform your Senator/Representative that your organization received an Oklahoma CARES Act grant from the Oklahoma Arts Council. Explain that the grant was made possible through funding provided by the National Endowment for the Arts to the Oklahoma Arts Council as part of the CARES Act.
- Detail how you used the funding and how it benefited your organization
- Explain that more than 100 nonprofit arts organizations like yours across the state will also receive Oklahoma CARES Grant funding totaling over \$400,000.
- Provide data or anecdotal examples of how the arts make a difference in our state and in your communities
- Close the letter by again expressing your appreciation

As JOB TITLE for ORGANIZATION, I wanted to inform you that my organization recently benefited from an Oklahoma CARES Grant provided by the Oklahoma Arts Council. The grant was offered by the state arts agency in response to the COVID-19 pandemic to help nonprofit arts organizations retain jobs and maintain stability. It was made possible by CARES Act funding provided to the Oklahoma Arts Council as the state partner of the National Endowment for the Arts.

Because of our Oklahoma CARES Grant, my organization EXAMPLE OF HOW WE USED IT AND HOW IT IMPACTED US. In addition to my organization, the CARES Act assisted more than 100 other nonprofit arts organizations in Oklahoma with a total of over \$400,000 in support from the Oklahoma Arts Council.

Nonprofit Oklahoma arts and cultural organizations and their audiences generate \$878.2 million in economic activity in our state, supporting more than 29,000 full-time equivalent jobs. Your support for our industry is essential to the arts' ability to impact our state's economy, our quality of life, and the education of our people.

Thank you for your support.

Sincerely,

Your name