The Sacramento City Council approved using federal Coronavirus Relief Funding (CRF) provided through the CARES Act to help support artists and creative small businesses that have experienced financial hardship because of the crisis caused by the global coronavirus (COVID-19) pandemic. The CRF will be managed by the Sacramento Office of Arts and Culture (OAC).

The Creative Economy Reimbursement grant provides reimbursement for eligible expenses to individual artists and creative businesses that contribute to Sacramento’s Creative Economy. For questions while completing your application, please email artgrants@cityofsacramento.org. For additional Coronavirus Relief Funding opportunities for the Arts and Culture sector, please visit arts.cityofsacramento.org.

GUIDELINES
The CARES Act and subsequent guidelines issued by the U.S. Department of the Treasury specify the type of expenditures and programs which may be funded using CARES funds. The City’s use of CARES funds are limited to expenditures that:

- Are necessary expenditures incurred due to the COVID-19 public health emergency;
- Were not accounted for in the FY2020 budget;
- Can be expended before December 30, 2020.

The City will use the answers to the questions in the following section to determine if the proposed program or expenditures are eligible for CARES funding. It is the responsibility of the applicant to provide evidence of eligibility. Please review the following documents before responding to questions in this section.

- CARES Act guidelines
- CARES Act FAQ, June 24th
- City of Sacramento CARES Program Review Flow Chart
- City Attorney and Auditor’s Guidance

WHO SHOULD APPLY?
Individual Artists and Creative Businesses that have experienced financial hardship because of the crisis caused by the Coronavirus (COVID-19) may apply for reimbursement for eligible general operating expenses between March 1 and June 30, 2020 and must be expended by December 30, 2020. Applicants are required to select ONE category.
**Individual Artist**: Individual artists who work in a specific artistic genre and lost gigs and employment caused by mandated closures due to the Coronavirus between March 1 and June 30, 2020.

**Creative Businesses**: Creative businesses also may be known as a firm, association, organization, partnership, business trust, corporation, limited liability company, or public entity, particularly those that serve inclusive culturally diverse communities and neighborhoods, that have suffered loss due to the Coronavirus (Covid-19) pandemic.

**GRANT AMOUNT**
A total of $7,500,000 of the CARES Act Relief Funding has been allocated by Sacramento City Council for the Creative Economy. Awards allocations will be based on total number of applicants, completeness of applications, expense eligibility as outlined by the Federal CARES Act Relief Fund and operating budget size. No cash match is required. Grants funds must be expended by December 30, 2020.

**ELIGIBILITY**
Applicants must meet the baseline requirements outlined below:

1. Applicants may apply as a natural person (an “Individual”) or as a firm, association, organization, partnership, business trust, corporation, limited liability company, or public entity (each, an “Business”)
2. Applicants applying as individual artists must identify as a working artist whose practice is art-making, artistic production, teaching, artist residencies, arts and cultural events, or contract artistic-based work with nonprofit arts and culture organizations
3. Applicants must be based in the City of Sacramento
4. Applicant must meet City $1 million liability insurance requirement. Proof of insurance must accompany signed contract.
5. Applicant must be a Vendor with the City of Sacramento.
   
   Please use the following link to self-register on our website: Register as Supplier. Email questions to portalhelp@cityofsacramento.org.
6. Applicant must have a current Business Occupancy Tax (BOT) certificate on file with the City. The Office of Arts and Culture can help attain if awarded a grant.
7. Applicants may apply for the City of Sacramento CRF Small Business program but will only be eligible to receive from that category or the CRF Creative Economy grant.
8. Applicants who received other Federal CARES Act assistance, such as PPP or EIDL, are eligible so long are expenses are not duplicated.

**HOW TO APPLY**
The OAC application for the CARES Act Project Grant will be available through Submittable (https://sacmetroarts.submittable.com/submit), an OAC online grant portal, from July 8, 2020 through July, 22, 2020. The following information and materials will be required.

1. Is the funding already allocated in the City Operating Budget? That is, would any of the receipts submitted be covered by the City regardless of COVID-19?
2. Can all the expenses be expended by December 30, 2020?
3. Select the best category for this program: Individual Artist or Creative Business
4. Artist or Business Name;
5. District artists or business is located. You may check your legal address: http://www.cityofsacramento.org/Mayor-Council/Find-Your-District;
6. Amount of reimbursement requested;
7. Did you receive additional Federal CARES Act assistance: PPP, EIDL, City of Sacramento Small Business Loan, Unemployment?
8. If so, what amount?
9. Number of Full-time Equivalent (FTE) employees who were employed on May 30, 2020. For definition of FTE, see attachments;
10. Is the applicant a current Vendor/Supplier with the City of Sacramento?
11. Does the applicant have an current Business Occupancy Tax Certificate on file with the City?
12. Does the applicant have or will be able to obtain $1 million of liability insurance as required by the City?
13. Contact name, email, phone number;
14. Artist or business address, as listed in tax documents and must align with City Vendor information from #6;
15. What section of the U.S. Treasury’s Guidelines for CARES funding do these expenses apply? (check all that apply):
   a. Medical expenses
   b. Public health expenses
   c. Payroll for public safety/similar employees substantially dedicated to COVID-19 response;
   d. Compliance with public health orders;
   e. Support those suffering economic harm;
   f. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria;
   g. Other (please specify);
16. What is the artistic discipline or area of arts-based work for artist or business?
17. Please provide a brief artist bio or company description;
18. Please select 2019 Gross Revenue;
19. Please select 2020 Estimated Gross Revenue;
20. Provide a brief narrative describing how the artist or creative business experienced financial hardship on earned revenue due to canceled arts and cultural programming because of the mandated restrictions due to the Coronavirus from March 1-June 30, 2020;
21. DOCUMENTED LOSS: Upload documentation of financial loss because of the Coronavirus pandemic. Documentation can include copies of receipts, invoices, bills, emails, notifications of cancellations, etc. Up to ten attachments can be uploaded. COVER SHEET WITH DOCUMENTATION CLEARLY LABELED IS REQUIRED. See sample cover sheet in attachments;
22. Optional: Brief narrative describing anticipated financial hardship on earned revenue due to canceled arts and cultural programming because of COVID-19 from July 1 through December 30, 2020. This will provide information if more CARES Act Recovery
Funds are allocated to the Creative Sector. This information will be useful if another allocation of CARES Act Funding is made available.

23. Optional Demographic Information:

The Data collected will serve multiple purposes: to help the City understand how we reflect the communities we serve, to equip our staff with critical data to better serve the needs of our communities, and to track our progress with all of our community.

Race & Ethnicity: How many individuals in your organization/company (including Board members, if applicable), publicly self-identify as:
Asian/Asian Americans/Pacific Islanders
Black/African American/African Hispanic/Latino/Latina/Latinx
Native American/American Indian/Indigenous
White/Caucasian/European
Multi-Racial or Multi-Ethnic (2 or more races or ethnicities)
Other category(ies)
Individual(s) decline to state
Unknown*

Sexual Orientation: How many individuals in your organization/company (including Board members, if applicable), publicly self-identify as:
Gay, Lesbian, Bisexual
Heterosexual or Straight
Individual(s) decline to state
Unknown*

Disability: How many individuals in your organization/company (including Board members, if applicable), publicly self-identify as:
Person with a disability
Person without a disability
Individual(s) decline to state
Unknown*

Gender Identity: How many individuals in your organization/company (including Board members, if applicable), publicly self-identify as:
Female
Male
Non-binary
Individuals decline to state
Unknown*

Gender Identity: How many individuals in your organization/company (including Board members, if applicable), publicly self-identify as:
Transgender
Not transgender (cisgender)
Individuals decline to state
Unknown*
*Unknown in this context means that the number of people for whom you have no answer including decline to state.

GRANTS REVIEW PROCESS
1. The City of Sacramento reviews grant applications for completeness and eligibility. When necessary, applicants are asked to revise proposals or supply additional information;
2. Complete and eligible applications are then reviewed by a review panel. The panel meets to discuss and score the applications;
3. Based on the panel scoring system, staff recommends grantees and award amounts to the ACCE Commission;
4. The ACCE Commission reviews staff recommendations and approves awards and amounts. Grant decisions approved by the ACCE Commission are final;
5. Grants that exceed $250,000 will be presented to City Council for approval.

All OAC meetings including review panels are open to the public. Meeting agendas and schedules are posted on the OAC website at least 72 hours in advance of the meeting. The public is welcome to attend. Due to the Coronavirus, these panel meetings will be held virtually and information to join the virtual meeting will be provided along with the agenda.

REVIEW CRITERIA: Criteria are divided into two categories: Organizational Narrative and Eligibility. Criteria evidence may be found in any portion of an application or associated support materials. Criterion is worth up to a maximum of 50 points.

- **Organizational Narrative (30 points)**
  - Loss due to Coronavirus is clear and demonstrated
  - CARES Act dollars will provide relief to the intended artist or business
  - Artist or business was in sustainable financial condition prior to March 1, 2020
  - Artist or business demonstrates consideration of diversity, equity and inclusion

- **Eligibility (20 points)**
  - Documentation is provided and aligns with eligible expense
  - All grant dollars can be expended by December 30, 2020

Public Record
Because the OAC is a government agency, applications and application materials are public records. All information received from a grantee, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act. OAC reserves the right to use application materials as demonstration examples in future workshops. Submission of an application gives OAC permission to use it for training purposes with confidential information removed.

If Funded
Staff notifies all applicants of their application status within approximately 2 weeks following the panel review. Grant awards will be made in the form of an agreement executed between the applicant and the City of Sacramento. The grant period will be outlined in a contract between the applicant organization and the City of Sacramento. Applicants are informed of deadlines throughout the process. A final report will be due by January 15, 2021.

ATTACHMENTS
1. Meaning of Full-Time Equivalent (FTE)
3. Sample Cover Sheet for Documented Expenses
ATTACHMENT 1: Meaning of Full-Time Equivalent
The City of Sacramento determines the total number of employees of a business on a full-time equivalent or FTE basis. A full-time employee is one who works at least 40 hours per week. To determine the number of FTE for this loan program, add the total number of hours worked by all employees (full-time and part-time), not to exceed 40 hours for any employee, and divide the sum by 40. The result is the number of FTE. If the result is not a whole number, round up to the next whole number. Example: A business has one full-time employee who worked an average of 40 hours per week in 2019 and three part-time employees who each worked an average of 15 hours per week in 2019. To determine the business’s FTE number, add the average hours worked (again, not to exceed 40 hours per employee) and divide 40. In this case, (40 + 15 + 15 + 15)/40 = 2.1. This would be rounded up to 3.
**Attachment 2: Coversheet for Documented Expenses**

*Note: The following expenses are eligible because business was shut down completely due to mandated closures caused by the Coronavirus. Applicant is responsible to ensure submitted expenses are not covered through another CARES Act program.*

**DIRECTIONS:** You may add rows as needed to include all expenses. Make as clear as possible for panelists and auditors to review.

<table>
<thead>
<tr>
<th>Name</th>
<th>A. CATEGORY for Operating Expenses</th>
<th>TOTAL 3/1-6/30, 2020</th>
<th>Attached Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage/Lease</td>
<td>$15,000</td>
<td></td>
<td>1. Cashed Checks: April, May</td>
</tr>
<tr>
<td>Insurance</td>
<td>$5,000</td>
<td></td>
<td>2. Company bill, Mar-May</td>
</tr>
<tr>
<td>Utilities (including phone, internet, telecommunications)</td>
<td>Phone, Internet, Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential Staff Payroll</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Health Care Contributions</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Workers Compensation</td>
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<tr>
<td>Essential Maintenance</td>
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<tr>
<td>Website/Marketing</td>
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<tr>
<td>Accounting Services</td>
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<tr>
<td>Licenses and Permits (including Software)</td>
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<tr>
<td>Memberships</td>
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<tr>
<td>Equipment Leasing</td>
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<tr>
<td>Pest Control</td>
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<tr>
<td>Animal Feed</td>
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<td></td>
<td></td>
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<tr>
<td>Other: Explain</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>B. EQUIPMENT for Reimbursement</th>
<th>TOTAL 3/1-6/30, 2020</th>
<th>Attached Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masks</td>
<td>$3500</td>
<td>receipt</td>
<td></td>
</tr>
<tr>
<td>Projector</td>
<td>$500</td>
<td>Receipt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>C. LOST/CANCELLED WORK</th>
<th>TOTAL 3/1-6/30, 2020</th>
<th>Attached Documentation</th>
</tr>
</thead>
</table>