



NEW! CARES ACT RELIEF FUND for Nonprofit Arts

Provided through the California Arts Council's State Local-Partners program

This program is funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act through the National Endowment for the Arts, a federal agency, and the California Arts Council, a state agency.

BACKGROUND

The Sacramento Office of Arts and Culture (OAC) continues to be the Sacramento County designated State Local-Partner (SLP) for the California Arts Council (CAC). In response to the rapidly evolving situation around the novel coronavirus (COVID-19), the National Endowment for the Arts awarded 40 percent of its CARES appropriation directly to state and regional arts agencies. As a state agency, the CAC voted in a public meeting to direct this funding to the State Local-Partners (SLPs) for regranting on the county level. In alignment with the CAC's public mission and commitment to racial equity, and in response to public health data and state leadership practices, funds have been designated to support local arts and cultural organizations serving communities of color disproportionately impacted by COVID-19.

PURPOSE

As a designated SLP, the OAC will regrant CARES Act funding to provide general operating support to Sacramento County arts and cultural organizations serving communities of color disproportionately impacted by COVID-19. The CAC has stated the focus of this grant program "is to prioritize sustaining arts and cultural organization and the employment of cultural workers through this critical time, who serve communities of color disproportionately affect by COVID-19."

For questions while completing your application, please email artgrants@cityofsacramento.org.

GUIDELINES

The California Arts Council has provided the following eligibility requirements.

- The Grant Activity Period is from August 1, 2020 to January 31, 2021.
- The award may not be used to supplant other state-funded expenses.
- The award may not be used to support any of the identified expenses in the list below.

What the CAC (and this grant) Does Not Fund

- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)

- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds, or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the Grant Activity Period. The Grant Activity Period is from August 1, 2020 to January 31, 2021.
 - Please note: Due to the economic effects of COVID-19 beginning in early 2020, we understand the subgrantee may request compensation for expenses that occurred before the Grant Activity Period. This is permitted.
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

WHO SHOULD APPLY?

Nonprofit organizations that serve communities of color disproportionately impacted by COVID-19 may apply for general operating support. Nonprofits that received funding from the OAC's Creative Economy Recovery grants may apply for additional funding. However, applicants are reminded that all CARES Act funding usage must be unique and not duplicated across programs. The applicant is responsible for ensuring that there is no duplication of CARES Act funding, whether that funding was obtained through the City of Sacramento, PPP, or EIDL loan, or any other resource that may have provided relief through the CARES Act Federal funds.

Because this funding is provided by the CAC, nonprofit organizations must reside within the County of Sacramento. Although organizations that reside within the City of Sacramento may apply, this grant is NOT restricted to organizations that lie within the City of Sacramento.

WHAT SUPPORT IS ELIGIBLE?

Examples of general operating support include:

- Salaries
- Fees for artists and other contract personnel
- Facility costs (Rent, utilities, etc.; Construction in any form is not eligible)

GRANT AMOUNT

The CAC has allocated \$12,630.00 of the CARES Act Funding to be re-granted through the OAC. Award allocations will be based on total number of applicants, question responses, completeness of applications, prior CARES Act funding and eligibility. The maximum award for an organization is \$2,500.00. No cash match is required.

ORGANIZATIONAL ELIGIBILITY

- The applicant must be a nonprofit arts and culture organization that serves communities of color disproportionately impacted by COVID-19 and must comply with one or more of the following:
 - The organization must include and represent the communities to be served;
 - Organization mission, staff, and board (or other advisory or governing body) must be deeply rooted in and reflective of the identified community or group; and
 - Provided arts activities, programs and/or services must be culturally relevant and responsive to the identified community or group.
- The organization's mission must support the development, production, or presentation of arts or cultural activities and disciplines. Arts disciplines include dance, theater, visual, literary, media/film, music, cultural and traditional arts.
- Applicants must provide evidence of nonprofit status (i.e., exempt from federal or state taxation).
- An applicant organization must have been in existence and be able to provide budget and program information for at least one full year prior to March 1, 2020, as requested.
- Applicant organizations must be based in the County of Sacramento.
- Organization 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.*
- Nonprofit organizations must have a Business Occupancy Tax (BOT) exemption on file with the City. *The Office of Arts and Culture can help attain if awarded a grant.*
- Applicants who received funding from the City of Sacramento's Creative Economy Recovery Grants or other Federal CARES Act assistance, such as PPP or EIDL, are eligible so long as expenses are not duplicated.

HOW TO APPLY

The OAC application for the CAC CARES Act Relief Fund will be available through Submittable (<https://sacmetroarts.submittable.com/submit>), an OAC online grant portal, from November 11, 2020 through 11:59 pm on November 23, 2020. The following information and materials will be required. *NOTE: Please review the Panel Review Criteria listed below before completing your application so that you may incorporate those criteria into your application.*

1. Organization Name;
2. Contact name, email, phone number;
3. Organization's address, as listed in tax documents on file with the City of Sacramento;
4. County District where Organization is located. You may check your legal address: <https://www.saccounty.net/SupervisorLookUp/Pages/default.aspx>
5. Amount of reimbursement requested up to \$2500.
6. Did applicant receive additional Federal CARES Act assistance: City of Sacramento Creative Economy Grant, PPP, EIDL, City of Sacramento Small Business Loan?
7. If so, what amount (total)?
8. What is applicant Supplier Number for the City of Sacramento? Answer "Not Applicable" if you do not have an account.

9. Has the organization obtained Business Operations Tax Exemption through the City of Sacramento?
10. Please provide the mission for organization.
11. Provide a brief description of organization.
12. Provide a brief explanation of how organization serves communities of color disproportionately impacted by COVID-19.
13. Please provide an overview of programming and numbers served in 2019 programming (before COVID-19).
14. Briefly describe how the organization experienced financial hardship such as loss of income, ongoing payment obligations such as rent, utilities, mortgage, taxes, etc., or losses incurred due to canceled arts and cultural programming because of the mandated restrictions imposed by the state or local government due to COVID-19; *The panel relies heavily on how you answer this question when scoring your need for funding.*
15. Please provide brief bios of your board of directors.
16. Please upload a copy of your organization's FY 2019 board-approved Operating Budget:
17. Upload proof of nonprofit status (IRS Determination letter).

18. *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: Check if 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)
- Unknown

Sexual Orientation: Check if individuals in your organization/company (including Board members, if applicable), publicly self-identify as:

- Gay, Lesbian, Bisexual
- Heterosexual or Straight
- Unknown

Disability: Check if individuals in your organization/company (including Board members, if applicable), publicly self-identify as:

- Person with a disability
- Person without a disability
- Unknown

Gender Identity: Check if individuals in your organization/company (including Board members, if applicable), publicly self-identify as:

Female

Male

Non-binary

Unknown

Gender Identity: Check if individuals in your organization/company (including Board members, if applicable), publicly self-identify as:

Transgender

Not transgender (cisgender)

Unknown

GRANT REVIEW PROCESS

1. The City of Sacramento reviews grant applications for completeness, eligibility and verification of nonprofit status. When necessary, applicants are asked to revise proposals or supply additional information;
2. Complete and eligible applications are then reviewed by a grant 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 Arts, Culture and Creative Economy (ACCE) Commission; and
4. The ACCE Commission reviews staff recommendations and approves awards and amounts. Grant decisions approved by the ACCE Commission are final.

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 COVID-19, these panel meetings will be held virtually and information to join the virtual meeting will be provided along with the agenda.

REVIEW CRITERIA: 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 (50 points)**
 - Loss due to COVID-19 is clear and demonstrated;
 - CARES Act funding will provide relief to the intended organization;
 - Organization was in sustainable financial condition prior to March 1, 2020;
 - Organization is a nonprofit arts and culture organization that serves communities of color disproportionately impacted by COVID-19 and demonstrates one or more of the following:
 - Organization includes and represents the communities to be served;
 - Organization mission, staff, and board (or other advisory or governing body) are deeply rooted in and reflective of the identified community or group;
 - Provided arts activities, programs and/or services are culturally relevant and responsive to the identified community or group

- The organization's mission must support the development, production, or presentation of arts or cultural activities and disciplines. Arts disciplines include dance, theater, visual, literary, media/film, music, cultural and traditional arts. Application follows provided guidelines and instructions.

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 two 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 February 15, 2021 which will include documentation of grant expenditures.