



## CRF 2: CREATIVE ECONOMY RECOVERY GRANT Individual Artist Reimbursement Guidelines

### *Coronavirus Relief Funding: ROUND 2*

#### Coronavirus, Aid, Relief, and Economic Security (CARES) Act Relief Funding

The Sacramento City Council approved using federal Coronavirus Relief Funding (CRF) provided through the CARES Act to help support individual artists who 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 Recovery grant provides reimbursement for eligible expenses to individual artists who contribute to Sacramento's Creative Economy. **For questions while completing your application, please email [artgrants@cityofsacramento.org](mailto:artgrants@cityofsacramento.org).** For additional Coronavirus Relief Funding opportunities for the Arts and Culture sector, please visit [arts.cityofsacramento.org](http://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 Fiscal Year (FY) 2020 budget;
- Can be expended before December 30, 2020;
- Were not reimbursed through a prior CARES Act funding source.

The City will use the answers to the questions in the following section to determine if the 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 who are part of Sacramento's Creative Economy and have experienced financial hardship because of the crisis caused by the Coronavirus (COVID-19) may apply for reimbursement for eligible expenses between March 1 and September 15, 2020. *Applicants should be prepared to demonstrate how they contribute to Sacramento's Creative Economy.*

Individual Artists who received funding in the **FIRST ROUND** of Creative Economy Recovery grants may apply for additional funding. However, applicants are reminded that all reimbursement requests must be unique. 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.

Applicant must reside within the City of Sacramento. If you are unclear if your address lies within the City limits, you may enter your address at the link provided below. If you DO NOT receive a DISTRICT NUMBER when you input your address, you DO NOT reside with the City of Sacramento.

CHECK YOUR ADDRESS: <http://www.cityofsacramento.org/Mayor-Council/Find-Your-District>.

### **WHAT EXPENSES ARE ELIGIBLE?**

**LOST WORK/GIGS:** If you were guaranteed contract work between March 1-September 15, 2020, you may apply for reimbursement for that lost work IF:

- a. You can provide a signed contract that lists the time, date, and amount for the scheduled work/gig; and
- b. You can provide an official notice of cancellation for that particular work/gig.

*The reimbursement period for the CRF 2 grants is March 1-September 15, 2020. EXPENSES REIMBURSED IN THE FIRST ROUND OF THE CREATIVE ECONOMY RECOVERY GRANTS ARE NOT ELIGIBLE. The applicant is responsible for ensuring expenses ARE NOT duplicated.*

**BUSINESS/OPERATING EXPENSES:** If you stopped your normal business practices, you may apply for general expenses, including PAID office, studio or home rent and utilities from March 1-September 15 that were NOT PAID FOR from PANDEMIC UNEMPLOYMENT INSURANCE (PUI) or Round 1 of the Creative Economy Recovery Grants. Each applicant must complete a **CRF 2: DOCUMENT COVER SHEET**, which lists eligible expenses. A copy of the CRF 2: Document Cover Sheet is available at [arts.cityofsacramento.org/grants](http://arts.cityofsacramento.org/grants).

*The reimbursement period for the CRF 2 grants is March 1-September 15, 2020. EXPENSES REIMBURSED IN THE FIRST ROUND OF THE CREATIVE ECONOMY RECOVERY GRANTS ARE NOT ELIGIBLE. The applicant is responsible for ensuring expenses ARE NOT duplicated.*

### **GRANT AMOUNT**

About \$4,00,000 of the Coronavirus Act Relief Funding has been allocated by Sacramento City Council for a second round of Creative Economy Recovery Grants in three categories, which include Nonprofit Reimbursement, Creative Business and Individual Artists. Awards allocations will be based on total number of applicants, question responses, completeness of applications, expense eligibility as outlined by the Federal Coronavirus Act Relief Fund and organizational operating budget size. No cash match is required. Grants funds must be expended by December 30, 2020.

Grants are considered earned income and will be taxed. Awardees must complete a free City of Sacramento Supplier Account that requires uploading a business' W9 and CA590 tax forms. In addition, ALL grant awardees must obtain a Business Operations Tax Certificate (annual fee) and Home Occupancy Permit (if office is zoned as residential. One-time fee).

## ELIGIBILITY

Applicants must meet the baseline requirements outlined below:

1. Applicants may apply as a natural person (an "Individual").
2. Applicant must be based in the City of Sacramento; that is, the mailing address listed on your W9 tax form must lie within the City of Sacramento;
3. 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](mailto: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 are not eligible for the Creative Economy Recovery grants if they received a loan through the City of Sacramento CRF Small Business program.
8. Applicants who received funding from the City of Sacramento's first round of 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 CRF 2: FOR PROFIT CREATIVE BUSINESS GRANT will be available through Submittable (<https://sacmetroarts.submittable.com/submit>), an OAC online grant portal, from September 16, 2020 through 11:59 pm on September 30, 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. Artist Name;
2. Contact name, email, phone number;
3. Business address, as listed in tax documents on file with the City of Sacramento;
4. District artist address is located. You may check your legal address:  
<http://www.cityofsacramento.org/Mayor-Council/Find-Your-District>;
5. Amount of reimbursement requested;
6. Did you receive a Round 1 Creative Economy Recovery Grant?
7. If so, what amount?
8. Did you receive additional Federal CARES Act assistance: PPP, EIDL, City of Sacramento Small Business Loan, Pandemic Unemployment Insurance?
9. If so, what amount?
10. What is your Supplier Number for the City of Sacramento? Answer "Not Applicable" if you do not have an account.
11. What is your Business Operations Tax Certificate Number? Answer "Not Applicable" if you do not have an account.
12. What is your artistic discipline or area of arts-based work?
13. Provide a brief artist bio and explain how you contribute to Sacramento's Creative Economy as an artist.

14. Briefly describe how your business practices align with the Sacramento Arts, Culture and Creative Economy (ACCE) Commission's Race and Cultural Equity Statement. See *attachment 2 below*.
15. Briefly describe how you 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 the Coronavirus from March 1-September 15, 2020; *The panel relies heavily on how you answer this question when scoring your need for funding.*
16. DOCUMENTED LOSS:  
Complete a CRF 2: DOCUMENTATION COVER SHEET
- List and number all reimbursable expenses
  - List eligible documentation\* and number it with corresponding expense
  - Attach all documentation to CRF 2: Document Cover Sheet IN ONE DOCUMENT
- \*Documentation can include copies of receipts, invoices, bills, etc. See *sample CRF 2: Document Cover Sheet sample in attachments below.*
17. *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 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 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 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.

- **Personal Narrative (40 points)**
  - Loss due to COVID-19 is clear and demonstrated;
  - CARES Act dollars will provide relief to the intended artist;
  - Artistic practice align with ACCE Commission's Race and Cultural Equity Statement;
  - The artist supports Sacramento's Creative Economy.
- **Eligibility (10 points)**
  - Documentation is provided and aligns with eligible expenses;
  - 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 January 15, 2021.

**ATTACHMENTS**

1. Sample CRF 2: Document Cover Sheet for Documented Expenses
2. ACCE COMMISSION: Race and Cultural Equity Statement

**ATTACHMENT 1: CRF 2: COVERSHEET FOR DOCUMENTED EXPENSES**

DIRECTIONS: *THIS MUST BE COMPLETED ACCORDING TO THESE INSTRUCTION or it will be ineligible.*

1. Type the Eligible Expense from list below in COLUMN A. *ONE EXPENSE PER LINE.*
2. Type the AMOUNT of that eligible expense in COLUMN B. *ONE AMOUNT PER LINE.*
3. Describe the Attached Documentation. Example: Receipt #1. Star Bank Statement #2
4. ATTACH/COPY the documentation below: MAKE SURE Documentation is numbered according to the expense line. Make sure the expense is HIGHLIGHTED and easily identifiable on the document. (If you bought a camera and list it as 1., include the receipt, highlight the amount on the receipt for that camera and write #1 by that expense.
5. You may add as many lines to the sheet as needed.

**DOCUMENTATION:** All documentation must include **proof of payment**, such as a canceled check, a letter from recipient, paid invoice, etc. You may not include expenses already reimbursed.

Name		
A. Eligible Operating Expenses (3/1-9/15/20)	B. Expense Amount	C. Attached Documentation
1.		1.
2.		2.
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.
10.		10.
11.		11.
12. <i>Add as many lines as needed.</i>		12.
<b>TOTAL</b>		

**ATTACH ALL DOCUMENTATION BELOW for ONE TOTAL DOCUMENT**

**ELIGIBLE EXPENSES : March 1-September 15, 2020**

- |   |                                     |
|---|-------------------------------------|
| Rent/Mortgage/Lease                                       | Licenses and Permits                |
| Insurance   | (including Software)                |
| Utilities (including phone, internet, telecommunications) | Memberships                         |
| Debt Payments   | Equipment Leasing                   |
| Essential Staff Payroll                                   | Pest Control                        |
| Health Care Contributions                                 | Animal Feed                         |
| Workers Compensation                                      | Personal Protective Equipment (PPE) |
| Essential Maintenance                                     | Technology for virtual programming  |
| Website/Marketing   |                                     |
| Accounting Services                                       |                                     |

**ADDITIONALLY, INDIVIDUAL ARTISTS ONLY may also include:**  
Lost work/gigs

NOTE: For reimbursement of lost work, you must include proof from who hired you: 1. **Date(s)** of the work, 2. **Rate** they would have been paid, and 3. **Confirmation** of its cancellation/postponement.

## **ATTACHMENT 2: Race and Cultural Equity Statement**

The Arts, Culture, and Creative Economy (ACCE) Commission believes that all people in the City of Sacramento have the right to celebrate and engage in meaningful and relevant arts and cultural experiences. Each member of the community should experience arts which reflect and nourish their identity and self-esteem. The ACCE Commission is committed to ensuring racial and cultural equity in its outreach, funding, leadership, resource allocation, partnerships, and programs. The ACCE Commission believes that equity moves past inclusion and representation; accepting that power has created uneven starting points for some communities and individuals.

The ACCE Commission defines Cultural **Equity** as the inclusion and fair representation of multiple diverse populations in outreach and in the allocation of funding, resources (e.g., facilities and fiscal), and programs, providing equitable and fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some communities.

The ACCE Commission's definition of **Diversity** includes all the ways in which people differ, including but not limited to, race, ethnicity, gender, socioeconomic status, age, gender identity, sexual orientation, disability, geography, citizenship status, religion, language, physical appearance, and those affiliating with multiple identities. Our definition also includes diversity of thought: ideas, perspectives, and values.

The ACCE Commission defines **Communities** as municipalities, neighborhoods, social and cultural enclaves, diverse groups, and groups with distinct demographic characteristics residing within the City of Sacramento.

The ACCE Commission defines **Access** as giving all individuals, organizations, and communities in Sacramento County fair and just pathways to appreciate and be exposed to the arts as well as attain information, financial resources and opportunities to fulfill cultural and artistic expression and development.

**The Arts, Culture, and Creative Economy Commission commits to ensuring racial and cultural equity in all its policies and practices. To implement the principles of the Cultural Equity statement, the ACCE Commission will engage in:**

**Outreach and Engagement.** The ACCE Commission will continually practice proactive outreach to multiple diverse communities to support involvement and engagement in ACCE Commission opportunities, programs, resources, and partnerships and provide accessibility and inclusivity in all aspects of leadership, partnerships, and programs. The ACCE Commission will advocate for equitable resources to support and serve multiple diverse populations specifically.

**Equity and Access.** The ACCE Commission acknowledges that inequity is pervasive and historic. Simple diverse representation does not dismantle the unequal nature of voice, resource allocation, and visibility that exist in the arts and cultural ecosystems. Disparities and discrimination are daily occurrences that are entrenched in long standing majority privilege and power inside and outside of the arts; tackling issues surrounding these occurrences requires an understanding of the root causes of disparities within our society. The ACCE Commission commits to systemic change that will remove barriers, thus improving access, empowerment and representation in the development and distribution of arts policy and resources to diverse communities and individuals. The ACCE Commission acknowledges that there are different methods of communication and embraces a variety of communication styles that will allow for equitable access.

**Accountability.** The ACCE Commission will hold itself accountable by acknowledging that equity does not currently exist in the arts. The ACCE Commission will provide transparent and inclusive processes in



the selection and allocation of all arts funding, resources and the development of policies and practices. The ACCE Commission commits to ongoing evaluation and review of the effectiveness of cultural equity practices and procedures, such as conducting and regularly revisiting a race and cultural equity audit of the internal policies and external communications of our organization to provide internal guidance. The ACCE Commission commits to sharing the results of cultural equity audits publicly.