Cultural Asset Guidelines: Nonprofit only
Organizations that manage, lease or occupy City cultural facilities

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 the arts and non-profit cultural organizations 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 Cultural Asset Grant provides reimbursement for cultural organizations that manage, lease or occupy City cultural facilities. For additional Coronavirus Relief Funding opportunities for the Arts and Culture sector, please visit arts.cityofsacramento.org. Applicants may apply for multiple grant categories; however, eligible, documented expenses must not be duplicated across grant programs.

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 by 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 sections 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

GRANT AMOUNT
A total of $7,500,000 of the Coronavirus Relief Funding has been allocated by Sacramento City Council for the Creative Economy. Award allocations will be based on total number of applicants, completeness of applications, expense eligibility as outlined by the Federal Coronavirus Relief Fund and organizational operating budget size. No cash match is required.

ORGANIZATIONAL ELIGIBILITY
Organizations must meet the baseline requirements outlined below:

1. Organization must have and continue to manage, lease or occupy a City cultural facility before March 1, 2020.
2. Applicants must provide evidence of tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.
3. An applicant 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.
4. Applicant must be based in the City of Sacramento.
5. The applicant must serve an inclusive, diverse audience including but not limited to American Indian/Alaskan Native, Appalachian, Asian, Black/African American, Hispanic/Latinx, Native Hawaiian/Pacific Islander, LGBTQ+, Intellectually or Developmentally Disabled and other culturally specific populations.
6. Applicant must meet City $1 million liability insurance requirement. Proof of insurance must accompany signed contract.
7. 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.

10. 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.
11. 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.
12. 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 for this program 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 program expenses be expended by December 30, 2020?
3. Organization Name;
4. District where Organization 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 additional Federal CARES Act assistance: PPP, EIDL, City of Sacramento Small Business Loan?
7. If so, total amount?
8. Number of Full-time Equivalent (FTE) employees who were employed on May 30, 2020.
   For definition of FTE, see attachments below;
9. Is the organization a current Vendor/Supplier with the City of Sacramento?
10. Does the organization have an updated Business Occupancy Tax Exemption on file with the City?
11. Does the organization have or be able to obtain $1 million of liability insurance as required by the City?
12. Contact name, email, phone number;
13. Organizational address, as listed in tax documents and must align with City Vendor information from #6;
14. 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);
15. Brief narrative describing 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 the Coronavirus from March 1-May 30, 2020;
16. Please select FY 2020 Gross Revenue, based on your fiscal calendar;
17. Please select FY2021 Estimated Revenue, based on your fiscal calendar;
18. Uploaded documentation of canceled programs and the financial impact on the organization because of the Coronavirus pandemic. Documentation can include copies of receipts, bill, emails, contracts, invoices, notification of cancellations, etc. Up to ten attachments can be uploaded. **COVER SHEET WITH DOCUMENTATION CLEARLY LABELED IS REQUIRED. See sample cover sheet in attachments below**;
19. *Optional:* Brief narrative describing anticipated financial hardship on earned revenue due to canceled arts and cultural programming because of COVID-19 from June 1 through December 30, 2020. This will provide information if more CRF Funds are allocated to the Creative Economy;
21. 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)
- Another 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, eligibility and verification of the 501(c)(3). 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 organization
  - Organization was in sustainable financial condition prior to March 1, 2020
  - Organization demonstrates consideration diversity, equity and inclusion

- **Eligibility (20 points)**
  - Documentation is provided and aligns with eligible expense
  - Nonprofit status
  - Manage, lease or occupy City cultural facility
  - Organizations serves an inclusive, diverse audience including but not limited to American Indian/Alaskan Native, Appalachian, Asian, Black/African American, Hispanic/Latinx, Native Hawaiian/Pacific Islander, LGBTQ+, Intellectually or Developmentally Disabled and other culturally specific populations within the City that has been underexposed to the arts.
  - 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)
2. 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>
</tr>
</thead>
<tbody>
<tr>
<td>A. CATEGORY for Operating Expenses</td>
</tr>
<tr>
<td>Rent/Mortgage/Lease</td>
</tr>
<tr>
<td>Insurance</td>
</tr>
<tr>
<td>Utilities (including phone, internet, telecommunications)</td>
</tr>
<tr>
<td>Debt Payments</td>
</tr>
<tr>
<td>Essential Staff Payroll</td>
</tr>
<tr>
<td>Health Care Contributions</td>
</tr>
<tr>
<td>Workers Compensation</td>
</tr>
<tr>
<td>Essential Maintenance</td>
</tr>
<tr>
<td>Website/Marketing</td>
</tr>
<tr>
<td>Accounting Services</td>
</tr>
<tr>
<td>Licenses and Permits (including Software)</td>
</tr>
<tr>
<td>Memberships</td>
</tr>
<tr>
<td>Equipment Leasing</td>
</tr>
<tr>
<td>Pest Control</td>
</tr>
<tr>
<td>Animal Feed</td>
</tr>
<tr>
<td>Other: Explain</td>
</tr>
</tbody>
</table>

| B. EQUIPMENT for Reimbursement | TOTAL 3/1-5/30, 2020 | Attached Documentation |
| Masks | $3500 | receipt |
| Projector | $500 | Receipt |

<table>
<thead>
<tr>
<th>C. LOST/CANCELLED WORK</th>
<th>TOTAL 3/1-5/30, 2020</th>
<th>Attach Documentation</th>
</tr>
</thead>
</table>