Creative Economy Recovery Grants Frequently Asked Questions

Where can I get more information on the Creative Economy Recovery grants?
Arts.cityofsacramento.org/grants

When are grants due?
All grant applications must be submitted by July 22, 2020 at 11:59 pm. Incomplete or late applications cannot be accepted.

How can I get my questions answered:
1. For quick questions, email ARTGRANTS@cityofsacramento.org
2. To set up a 15 or 30 minute meeting with an OAC Mentor or Staff, go to https://app.acuityscheduling.com/schedule.php?owner=20104186

What are the GRANT GUIDELINES?
Not everyone is an expert at writing grants, so we have created step-by-step directions to complete the grants. These steps do have to be followed in order to be eligible for a grant award. PLEASE REVIEW THEM CAREFULLY at arts.cityofsacramento.org/grants. Applications that do not follow the guidelines will be disqualified.

For what period can I submit receipts for reimbursement?
For the $7.5 million currently approved by City Council, reimbursements for the NONPROFIT and FOR PROFIT REIMBURSEMENT grants must be between March 1-June 30, 2020.

Will there be additional Creative Economy Recovery Funds?
City Council will determine if they will allocate more money to the Creative Economy recovery from the Coronavirus Relief Fund.

What expenses are reimbursable?
1. Expenses must be directly due to the mandated closures caused by COVID-19
2. This grant cycle is for expenses between March 1-June 30, 2020
3. For Organizations and Nonprofits: General operating expenses that needed to be paid to maintain business during the mandated closures, Personal Protective Equipment or other equipment purchased to maintain or shift business
4. Individual Artists: Lost gigs or other work caused by the mandate closure

What documentation is needed to receive reimbursement?
Examples of documentation are receipts, bills, emails, contracts, letters, cancelled checks. The documentation should clearly connect the applicants to the canceled event or expense.

What is considered an operating expense?
Refer to the DOCUMENTATION COVER SHEET available at arts.cityofsacramento.org/grants for eligible operating expenses.
Can I apply for a City of Sacramento Small Business Program Forgivable Loan AND a Creative Economy Recovery grant?
Yes. You may apply for both, but City Council has directed that you may only receive funding in one of these two categories. If you apply to both, staff will work on determining the best fit and prevent duplication.

Can I apply for more than one Creative Economy Recovery Grant?
Yes. You may apply for all categories for which you are eligible. You may receive multiple grants pending available resources.

How will grant awards be determined?
City staff will review all applications for eligibility. Those applications that are eligible follow the Office of Arts and Culture’s panel process. The panel will be made up of current Arts, Culture and Creative Economy Commissioners and additional community experts. The panel will rank applications and determine amounts awarded.

When will I hear if I received a grant?
The panel is schedule for mid-late August. Applicants will be notified of decisions as soon as possible following the panel selection.

What City requirements do I need to receive a grant?
Applicants who receive a grant will have to obtain:
1. A Certificate of insurance for $1 million of liability insurance
4. If you have a home office, a Home Office Permit: http://www.cityofsacramento.org/-/media/Corporate/Files/Finance/Revenue/Home-Occupation-Permit-Application.pdf

What happens once I am awarded a grant?
The OAC staff will notify you of next steps, which will include ensuring you have met all of the City requirements needed to receive a grant and a Contract to sign. Once you and the City have both signed the contract, it is considered “fully executed” and the payment process will be started.

Not sure if the funds allocation in the city operation budget should be selected as yes or no. Can you please advise as to how to best answer this question?
You do not want to duplicate any expenses. If you have already received support (such as a grant) from the city for any of these expenses, those expenses are not eligible. Since the current
answer to move forward is NO, this is a reminder to not apply for expenses that have already been provided to you by the City.

Is there some type of guideline to reference in terms of the amount I can request for reimbursement? Include everything that is eligible; the grant panel will determine amounts based on application received and total amount requested.

Is it true that individual artists can apply for reimbursement for lost gigs but not living expenses and businesses can apply for reimbursement for lost operating expenses but not lost work (gigs)? Yes.

Why can individuals report lost gigs but nonprofits who lost the same gigs cannot use this as an eligible expense? This Federal Funding is set up as relief funding. Organizations and businesses are eligible to apply for relief of general operating expenses incurred. For example, an organization or business can recoup lost eligible personnel, rent, utilities, etc. The Federal Guidelines are clear that lost revenue is not eligible to organizations and businesses.

What am I eligible to get reimbursement for as an individual artists? Can I be a Creative Business/Sole Proprietor? This is an individual decision based on your tax filing. If you file as an individual artists/contractor, you may apply as an Individual Artist for lost gigs/work. If you file your taxes as a business or sole proprietor, you may apply as a Creative Business for lost operating expenses because of the closure. If your tax filing is set up for both, you may apply for both. However, you do need to complete two separate applications AND you need to be sure you do not duplicate any expense with any CARES Act funding.

Do I have to reside within the City of Sacramento to be eligible? How do I find out which District I live in? Yes. Your address listed on your tax information must be within the City of Sacramento. To find which district you live in, go to: https://www.cityofsacramento.org/Mayor-Council/Find-Your-District

How much should I apply for? Submit all of your eligible expenses. Amounts will be determined by the number of applications that are received and the amount of total requests.

Can I apply for lost revenue, such as ticket sales? No. The Federal Guidelines do not allow for collecting lost revenue.
Can I apply for an event we cancelled for the future? We rely on those ticket sales for revenue for the rest of our season.
No. The grants are for reimbursement for expenses already paid. Future events are not eligible.

Can a non-arts organization apply for a Nonprofit Programs grant?
The Creative Economy Grants are designed for individuals and businesses that are primarily focused on creative industry involving arts and culture. Nonprofits who apply must have a primary focus on arts and culture.

I want to offer my on-line arts education to schools, is this eligible for Programs Grant?
The Creative Economy Recovery grants can assist you in TRANSITIONING your already-existing face-to-face program to virtual. You may apply for expenses to make this transition, such as curriculum development, purchasing technology needed, training for online teaching; however, the funds do not allow for paying teachers or artists to present the curriculum. At this time, these funds do not support new programs, rather a transition of current programs.

I work in the City but my home address is in the County, can I apply?
Unfortunately, the Federal Government has granted this Coronavirus Relief Funds to the City of Sacramento to residents who legal address (as declared on tax forms) is in the City of Sacramento.

Can you explain the first question to me? What does it mean to have “funding already allocated in the City budget?”
This question is asking if you have already received funding for these very expenses you are applying for to ensure you aren't duplicating any requests. For example, if you already received a grant for Rent in 2020, you couldn't ask for it again. The answer to be eligible for this grant is "no."

If I received partial PPP funding, can I submit receipts for the portion that these funds did not cover?
Yes, you may. The key is to not duplicate any expenses in any CARES Act funding program.

If a board member has paid a utility bill for our organization, am I eligible to include that as a reimbursable receipt? It was an in kind gift.
Unfortunately, any contributed revenue is not reimbursable. Since the organization did not directly incur the expense, the organization could not apply for reimbursement for that expense.

If your organization has a budget of more than $500,000, are you eligible for nonprofit program grant funds?
Organizations with operating budgets more than $500,000 must partner with one or more entities to develop a Collective or Collaborative program.
What expenses can a nonprofit organization request reimbursement for if they have pivoted from a live arts education provider to online learning? Can staff salaries be included? What other expenses are eligible?

For a REIMBURSEMENT GRANT, you can expense general operating loss due to mandated closures (using the DOCUMENT COVER SHEET as a guideline). For transitioning programming, start with the statement: *Because of the mandated closures cause by COVID-19, we transitioned our face-to-face programming to virtual programming. Because of that shift, we had X expenses that we would not have had.*

For example, if you had to train staff to transition, you could ask for reimbursement for that training time. If you had already budgeted to pay staff to teach face-to-face, you cannot ask for reimbursement for teaching virtual programming because they were already teaching. Further, the relief grant does not allow paying instructors for teaching programs in general.