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 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).

Nonprofit arts and culture organizations who are developing programs for people harmed by the Coronavirus (COVID-19) may apply for the Nonprofit Program grant. 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. 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 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?
To propose programs to support those who were harmed due to mandated closures caused by the Coronavirus (Covid-19), applicants are required to select ONE category that best aligns with organization. Applicants may submit separate applications for qualified categories. All reimbursement requests must be unique. Program must align with category requirements.
Cultural Equity Investment: Arts and Cultural organizations for annual operating budgets under $500,000 that are new and emerging organizations whose mission, programs, staff, and board represent inclusive culturally diverse communities and neighborhoods and have suffered loss due to the Coronavirus (Covid-19) pandemic and/or are adapting programming to serve a population that has been harmed directly from the Coronavirus (Covid-19). Organizations 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. Organizations currently must not receive annual grant or other financial support from the City of Sacramento.

Arts Education: Arts and cultural organizations that present in-school and out-of-school arts education programs may apply for the Arts Education Grant. In-school programs are those that enrich arts and cultural literacy for pre-school to grades 12 through education and outreach programs and opportunities for personal artistic expression and participation. Out-of-school programs serve youth from pre-school through age 24 that occur outside of traditional school hours, taking place in arts venues, community centers, school sites, and other youth-oriented settings.

Collective/Collaborative: One lead arts and cultural organization may apply on behalf of a collective or collaborative of organizations. The collective or collaborative 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.

Organizations are required to work with the OAC staff and cohort of Mentors throughout the grant process. Grants funds must be expended by December 30, 2020.

GRANT AMOUNT
A total of $7,500,000 of the CARES Act Relief Funding has been allocated by Sacramento City Council for the Creative Sector. 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 organizational operating budget size. No cash match is required.

ORGANIZATIONAL ELIGIBILITY
Organizations must meet the baseline requirements outlined below:

1. Eligible organizations must be arts or cultural organizations. 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.
2. Applicants must provide evidence of tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.
3. 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.
4. Applicant organizations must be based in the City of Sacramento.
5. The organization 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.

8. Applicant must meet City $1 million liability insurance requirement. Proof of insurance must accompany signed contract.

9. 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 program.

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. Select the best category for this program: Cultural Equity Investment, Arts Education, Equipment, Collective/Collaborative;

4. Organization Name (Lead Organization for Collective);

5. District where Organization is located. You may check your legal address:
   http://www.cityofsacramento.org/Mayor-Council/Find-Your-District;

6. Amount Requested;

7. Did you receive additional Federal CARES Act assistance: PPP, EIDL, City of Sacramento Small Business Loan? Collective should include assistance all partners received;

8. If so, what amount?

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 will 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 does this program address? (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. What impact caused by the COVID-19 public health emergency does this program address? You must specifically state the impact(s) caused by the COVID-19 public health emergency that the program addresses;

16. Would the problem to be addressed by the program have occurred regardless of COVID-19?

17. How does this program address the impact(s) you have identified that were caused by COVID-19?

18. Describe specifically how the CARES funding will be used;

19. Please upload a program budget (see sample budget in the guideline attachments)

20. What is the earliest start date for this program?

21. What is the timeframe for this program? Keep in mind CARES funds must be expended by December 30, 2020;

22. Who are the target recipients of this program? (e.g., businesses, residents, age, income level, geographic area, etc.). Keep in mind, program recipients must have been directly impacted by the COVID-19 public health emergency;

23. Describe the scale of impact the program/project will have. (for example, the number of people or businesses the program can serve)

24. Describe anticipated successful program outcomes;

25. List any additional partners which are needed to successfully execute this program;

26. Please upload short biographies of key staff and their roles in this project;

27. Please select FY 2020 Gross Revenue, based on your fiscal calendar;

28. Please select FY2021 Estimated Revenue, based on your fiscal calendar;

29. Upload proof of nonprofit status (IRS Determination letter);

30. 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, 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 consisting of peer and other professionals in the arts and arts administration, including the Arts, Culture and Creative Economy (ACCE) Commission. 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 participants
  - Project considers diversity, equity and inclusion
  - Program and impact of program are clear
  - Organization and staff seem to understand the urgency of the program requirements and are able to complete the project by December 30, 2020.

- **Eligibility (20 points)**
  - Documentation is provided and aligns with eligible expense
  - Nonprofit status
  - Organizational annual operating budget is $500,000 or less
  - 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 or other culturally specific population within the City that has been underexposed to the arts.

**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. Sample Program Budget
**ATTACHMENT 1: Sample Program Budget**

*Note: The categories are suggestions and may be adjusted to fit the program. Specific expense should be listed under each category*

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<td>Artist Fees</td>
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<td><em>ex. Teaching Artists</em></td>
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<td>Operations</td>
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<td><em>ex. Facility rental</em></td>
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<td>Supplies and Materials</td>
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<td><strong>TOTAL</strong></td>
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