

GRANT GUIDELINES FOR AMERICAN RESCUE PLAN ACT ARTS & CULTURAL NONPROFIT RECOVERY PROGRAM

1. INTRODUCTION

Nonprofit arts and cultural organizations are a key element of the creative economy in the Sacramento County and key drivers of educational, economic, and community benefit. The City of Sacramento has set aside \$2 million in American Rescue Plan Act (ARPA) Reinvestment Funds with the County of Sacramento providing a match of \$2 million in ARPA funds, to support a recovery grant program for arts and cultural nonprofits in Sacramento County. The application process, selection of grantees, and disbursement of funding will be overseen by the Office of Arts & Culture.

2. ABOUT THE ARTS & CULTURAL NONPROFIT RECOVERY PROGRAM

The primary objectives of the Arts & Cultural Nonprofit Recovery Program are to:

- Retain nonprofits that are core to the creative economy in the region.
- Retain and expand employment opportunities at these nonprofits.
- Ensure ongoing access to arts and cultural programming throughout Sacramento County.

Grants can be used for operating expenses such as salaries and benefits for employees, fees for artists and contractors, mortgage/rent, utilities, insurance, and marketing. Fees and expenses associated with executing required COVID-protocols are also eligible.

Contact Us: We are here to help.

Please contact Grants Staff with any questions you have.

Email: artgrants@cityofsacramento.org

3. TIMELINES

Guidelines will be distributed on December 6, 2022. Applications will be due on January 30, 2023, with funding scheduled to begin in March 2023.

The City of Sacramento reserves the right to modify the dates and timelines listed in its sole discretion. The City will post notifications of any significant schedule changes to the Office of Arts & Culture's (OAC) website or through social media. The City shall not accept applications that are incomplete or submitted after the grant application deadline. No late applications will be eligible for consideration under any circumstances.

4. GENERAL ELIGIBILITY

Organizations eligible for funding are only those 501(c)3 nonprofit establishments whose primary mission is producing, promoting, or engaging in live performances, events, or exhibits intended for

public viewing and establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest. This would generally include:

- Theater companies and dinner theaters
- Dance companies
- Musical groups
- Other performing arts companies
- Community arts organizations
- Promoters of performing arts, film or cultural festivals with or without facilities
- Museums and visual arts galleries
- Historical sites
- Zoos and botanical gardens

5. INELIGIBLE ORGANIZATIONS

The following categories of organization are ineligible to apply for Nonprofit Recovery Program funding:

- Units of government or schools, including student programs, college or university-funded programs and schools of the arts, and programs that are embedded in and supported by public or private schools or their nonprofit funding arm
- News media organizations including public radio and television
- Art service organizations whose mission is to primarily provide services for artists and/or arts organizations, without substantial presentation of live performance, events, or exhibits for public viewing
- Organizations who applied for and were recommended for funding under the previous round of ARPA Arts and Culture Nonprofit Recovery Program available to 2022-24 Cultural Arts Awardees

6. ELIGIBILITY REQUIREMENTS

- **Not ineligible:** Organizations may not fall into one of the ineligible categories defined above.
- **Current Nonprofit Status:** Organizations must hold tax-exempt nonprofit status under section 501 (c) 3 of the Internal Revenue Code and must be listed on the CA Attorney General’s registry of nonprofit as in good standing and listed as current. (Applications will not be reviewed if organization is not in good standing with regulatory authorities on the final application submission date.)
- **Existed pre-pandemic:** Evidence of incorporation before March 1, 2020.

7. EVIDENCE AND DOCUMENTATION TO SUPPORT A GRANT AWARD

Organizations will be asked to demonstrate one or more of the following to be considered for a grant award under the ARPA Arts and Culture Nonprofit Recovery Program:

- A. Primary mission is producing, promoting, or engaging in live performances, events, or exhibits intended for public viewing and establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest.

- B. Continued impact of the pandemic on operations, such as:
- Rising labor costs
 - Rising cost of goods
 - Rising facilities costs (rent, deferred maintenance from closures, etc.)
 - Rising security costs
 - Rising insurance costs
 - Ongoing labor shortages limiting programming, hours of operation and earned revenue potential
 - Ongoing revenue shortages when compared with FY 2019 limiting programming and hours of operation
 - Limited capacity to weather sudden financial hardship (limited to no cash reserves, etc.)
- C. Organizations will be asked to attest as to whether they are led by and/or predominantly serve one or more marginalized communities.

8. AWARD AMOUNTS

- Grantees will not request award amounts.
- Funding recommendations have already been made for round-one applicants, comprised only of current Sacramento County Cultural Arts Award grantees. These guidelines only apply to new applicants in the second round of funding.
- Awards amounts will be based on the total size of the grant pool and the organization's submitted annual operating revenue for fiscal year 2020-21 or calendar year 2021. The total grant amount will be awarded over two-years. (For example, if the award is \$50,000, this amount will be split evenly and funds of \$25,000 will be awarded in Years 1 and 2.)

9. THE APPLICATION & REVIEW PROCESS

- All applications will be submitted through the Office of Arts & Culture's Submittable grant system.
- Organizations will be asked preliminary qualifying questions to determine eligibility and funding pool.
- Organizations will be asked to explain the continued impact of the pandemic on organizational operations: Your organization will attest to one or more pandemic related impacts (see above) and give examples of how these impacts have affected operations and at what financial scale.
- Organizations will be asked to attest as to whether they are led by and/or predominantly serve one or more marginalized communities.
- All applications will be reviewed for eligibility by staff and decisions of eligibility made by staff will be final.
- Deadline to apply: 11:59pm on January 30, 2023.
- Applications must be submitted online.

- In fairness to others, we cannot accept late or incomplete applications. If the applicant does not provide the complete set of information in the appropriate format by the deadline, the application may be deemed incomplete and ineligible. No deadline extensions will be granted.

10. THE CONTRACTING PROCESS

- After grant awards are recommended, applicants will receive a notification that they have been awarded an ARPA Arts and Culture Nonprofit Recovery Program Grant.
- Applicants will be asked to complete a budget worksheet (see pages 6-7) demonstrating how the funds will be spent and how additional expenses will be supported. A narrative of use of funds will also be required.
- Once awarded, grantee can receive 75% of its annual award with execution of contract; the balance of 25% can be received upon completion of annual reports as required by Federal ARPA reporting guidelines.
- As these are federal funds, a grantee will also be required to comply with federal regulations in the use and expenditure of the funds. Grantee will be required to sign an agreement with the City upon award of a grant acknowledging the eligible and ineligible use of funds, federal requirements, and reporting obligations.
- Applicants will be expected to execute a grant agreement within 60 days of notification of an award. Failure to execute a grant agreement in a timely basis may result in disqualification or denial of an award.

11. REPORTING

Reporting is an important part of the Office of Arts & Culture's work to demonstrate the impact of its recovery program investments. The aim is to balance the need for information with the capacity of organizations to provide that information. In general, the Office of Arts & Culture expects to capture information that speaks to the sector's financial well-being as well as the economic, educational and quality of life benefits provided by the sector. This would generally include:

- Business Continuity
- Business Health
- Employee Retention & Growth
- Programmatic Output
- Programmatic Reach
- Cross-sector Partnerships

The Office of Arts & Culture expects to supply reporting tools as a part of the contracting process, will streamline reporting requirements between CAA and this funding program, and may engage outside support to assist with this process.

12. RECORD RETENTION

If funded, grantees shall agree to allow the City, County of Sacramento, U.S. Department of Treasury, Office of Inspector General, or other authorized public agency, and its financial auditors access to records and financial statements, as necessary, to ensure compliance with federal award requirements. Grantee must keep all records and materials connected to a grant award for at least three years after the termination or expiration of the grant period.

13. SUBMITTABLE APPLICATION INSTRUCTIONS

To apply, you will need to sign up for Submittable. You can do so by clicking on the link <https://sacmetroarts.submittable.com/submit>

Once on the site, you will select the project you are apply for. In this case it would be **2022-23 ARTS & CULTURAL NONPROFIT RECOVERY PROGRAM**.

Click “Submit” and then “Sign Up.” Once you have done that you are ready to begin the application.

Please be sure to check email sent to you from Submittable regularly as it will contain all information regarding the application, including confirmation of receipt.

SAMPLE BUDGET WORKSHEET

This worksheet is provided for reference purposes and will only be required once funding has been awarded as part of the pre-contracting process.

Budget Worksheet

EXPENSE	Total Annual Cost	Paid for by other City Support	Paid for by other County Support	Paid for by other Sources	Request Amount
Salaries, Fringe Benefits & Payroll Taxes					
Salaries & Fringe Benefits					
Payroll Taxes					
<i>Subtotal</i>	\$-				
Insurance					
Insurance					
<i>Subtotal</i>	\$-				
Marketing & Communications					
Advertising & Promotion					
Postage, Delivery & Courier					
External Printing & Production					
Web Hosting & Related Services					
<i>Subtotal</i>	\$-				
Office Supplies and Equipment					
Equipment Leases & Service Agreements					
Information Technology					
Office Supplies					
Other Office Supplies and Equipment					
<i>Subtotal</i>	\$-				
Professional & Contract Services					
Accounting & Legal Fees					
Licenses and Other Gov't Fees					
Bank Service Fees					
Professional Services					
Artist Fees/Stipends					
Audio/Visual Services					
<i>Subtotal</i>	\$-				
Space					
Studio/Office Space Rent/Mortgage					

Exhibition/Performance Space Rent/Mortgage					
Other Space Rental					
<i>Subtotal</i>	\$-				
Utilities					
Telephone Service (Cellular & Landlines)					
Gas & Electricity					
Internet Service					
<i>Subtotal</i>	\$-				
COVID-19 Related Expenditures					
Supplies & Equipment					
Other COVID-19 Related Expenses					
<i>Subtotal</i>	\$-				
TOTAL EXPENSE	\$-				