



CRF 2: CREATIVE ECONOMY RECOVERY GRANT NONPROFIT 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 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).

Nonprofit organizations who have been harmed by the mandated closures due to the Coronavirus may apply for reimbursement of eligible expenses directly caused by COVID-19. **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.

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?

Nonprofit organizations that are part of Sacramento's Creative Economy may apply for reimbursement of emergency general operating support loss due to mandated closures caused by the Coronavirus (Covid-19). Nonprofits that 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.

Organizations must reside within the City of Sacramento. If you are unclear if your organization's 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, your organization DOES NOT reside with the City of Sacramento.

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

WHAT EXPENSES ARE ELIGIBLE?

1. If your organization ceased operations and remains closed, you may apply for general operating costs that have allowed your organization to remain dormant. 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.

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.

2. If your organization continued to operate during the lockdown, generating income, you may apply for reimbursement for expenses that specifically address COVID-19. For example, you are responsible for your general operating expenses, but if you had to purchase Personal Protective Equipment (PPE) or additional security or cleaning staff, you may apply for reimbursement of those expenses. Each applicant must complete a **CRF 2: DOCUMENT COVER SHEET**; however, not all listed expenses may be eligible in this case. A copy of the CRF 2: Document Cover Sheet is available at 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.

3. If your organization ceased operations and has since resumed operations, earning revenue, you may apply for lost operating expenses during your closure and for expenses to specifically address COVID-19 when you re-opened. Each applicant must complete a **CRF 2: DOCUMENT COVER SHEET**, which lists eligible expenses, though not all may be eligible for resuming operations. A copy of the CRF 2: Document Cover Sheet is available at 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.

ORGANIZATIONAL ELIGIBILITY

Organizations must meet the baseline requirements outlined below:

1. 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 nonprofit status (i.e., exempt from federal or state taxation).
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, as requested.
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.
6. 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.
7. 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.*
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: NON PROFIT REIMBURSEMENT 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 October 7, 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. Organization Name;
2. Contact name, email, phone number;
3. Organization's address, as listed in tax documents on file with the City of Sacramento;
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 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?
9. If so, what amount?

10. Number of Full-time Equivalent (FTE) employees who were employed on September 1, 2020. For definition of FTE, see attachments;
11. What is your Supplier Number for the City of Sacramento? Answer "Not Applicable" if you do not have an account.
12. Have you obtained Business Operations Tax Exemption through the City of Sacramento?
13. Provide a brief description of your organization and its contribution to Sacramento's Creative Economy.
14. Briefly describe how your organization's 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 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 COVID-19 from March 1-September 15, 2020; *The panel relies heavily on how you answer this question when scoring your need for funding.*
16. Please select based on your FY 2019 Operating Budget:
 - a. <\$500,000
 - b. \$500,000-\$2,000,000
 - c. >\$2,000,000
17. DOCUMENTED LOSS:

Complete a CRF 2: DOCUMENTATION COVER SHEET

 - a. List and number all reimbursable expenses
 - b. List eligible documentation* and number it with corresponding expense
 - c. 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.*
18. Upload proof of nonprofit status (IRS Determination letter).
19. *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, eligibility and verification of nonprofit status. 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 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.

- **Organizational Narrative (40 points)**

- Loss due to COVID-19 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 and contributes to Sacramento's Creative Economy;
 - Organization practices align with the ACCE Commission's Race and Cultural Equity Statement;
 - 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.
- **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
3. Meaning of Full-Time Equivalent

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.
TOTAL		

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.

ATTACHMENT 3: 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 application, 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.